THE TAMIL NADU TRAVELLING ALLOWANCE RULES

1993 EDITION

(Corrected upto 9th March 1993)

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GOVERNMENT OF TAMIL NADU

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PREFACE TO 1993 EDITION

The 1977 edition of the Manual of Special Pay and Allowances, was brought out incorporating the changes effected to Rules of Travelling Allowance to Government servants and also the amendments issued to the various rules etc., upto the period ending 31st July 1976.

It has now been decided to bring out the Tamil Nadu Travelling Allowance Rules as a separate edition. These rules now contain only the Tamil Nadu Travelling Allowance Rules. This edition also incorporates other amendments to the various rules, etc., issued upto March 1993.

Any error or omission found in this volume may be brought to the notice of the Secretary to Government, Finance Department.

N.NARAYANAN,
Secretary to Government.

Dated: 2.7.1993

Finance Department,
Government of Tamil Nadu.

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PART I

TAMIL NADU TRAVELLING ALLOWANCE RULES

TITLE AND EXTENT OF APPLICATION

In exercise of the powers conferred by Fundamental Rule 44, the Governor of Tamil Nadu hereby makes the following rules:-

1. These rules may be called the Tamil Nadu Travelling Allowance Rules. They apply to all Government servants under the administrative control of the Tamil Nadu Government who are subject to the Fundamental Rules and whose pay is debitable to the Consolidated Fund of the State or the consolidated Fund of India.

Note:- The Travelling allowance of Divisional Accountants of the Indian Audit and Accounts Department on deputation with the State Government shall be regulated under the rules of the State Government.

DEFINITIONS

2. In these rules, unless the context otherwise requires-

(i) Actual travelling expenses mean the actual cost of transporting a Government servant or other person to whom these rules apply, with his servants and personal luggage, including charges for ferry and tolls.

(ii) Controlling officer means an officer above the status of the claimant and to whom the claimant is administratively subordinate.

(iii) Daily allowance is a uniform allowance for each complete period of 24 hours absence from headquarters, which is intended to cover the ordinary charges incurred by a Government servant in consequence of such absence.

(iv) Day means a block of 24 hours of absence from headquarters at whatever hour the period begins and ends. A calendar day, however, begins and ends at midnight.

(v) Family includes the follwing persons who are wholly dependant on a Government servant--

1) Wife (one wife)
2) Children
3) Step children
4) Adopted child if such adoption is legally recognised as conferring the status of a natural child under the personal law of the Government servant.
5) Married daughter till she is placed under her husband's protection.
6) Widowed daughter; and
7) Father and mother.

NOTE : A Woman Govenment servant is entitled to claim travelling allowance on account of her husband only if he is wholly dependent on her.

RULING

Adopted father, adopted mother, step father and step mother shall not be treated as members of the family.

(vi) First appointment includes the appointment of a person not at the time holding any appointment under Government even though he may have previoulsy held such an appointment.

(vii) Fixed travelling allowance is a monthly allowance granted to a Government servant who is required to tour within a specified area for not loss than a given period in each month.

(viii) Flat charge (Terminal charges) is an allowance given at flat rates to a Government servant on tour to cover the expenditure incurred by him for jouneys between residence or place of halt or work and railway station or bus terminal or boat basing inside harbour.

(ix) Head of a Department means any authority specially declared by the Government to be the Head of a department.. It includes the following officers etc:-

1) Secretaries to Governmnt including Additional Secretaries to Goernment.

2) Special Commissioner and Commissioner for Revenue Administration.

3) Director, Adi-Dravidar and Tribal Welfare.

4) Director, Stationery and Printing.

5) Director of Health Services and Family Welfare.

In the case of Government servants who are not subordinate to any of the above heads of departments the questions which call for disposal by heads of departments shall be referred to the Secretary to Government concerned.

(x) Incidental charge is an allowance given to a Government servant to compensate expansions porterage,etc., involved in a journey on tour by air or railway or a regular public motor service from headquarters to camp and from camp to headquarters and is allowed for each of the day of departure from headquarters and the day of arrival back at headquarters.

(xi) Lumpsum allowance is an allowance given to a Government servant to compensate expenses on packing and loading of personal effects at one end and their unloading and unpacking at the other end as well as the unquantifiable expenses in consequence of transfer.

(xii) Mileage allowance is a allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

(xiii) Pay means the actual pay drawn by a Government servant and includes personal pay granted to protect a Government servant from loss of emoluments but does not include personal pay granted on other considerations,special and additional pay under Fundamental Rule 49.

Notes (1) In the case of a re-employed pensioner whose pay has been reduced inview of the pension drawn by him, his pay shall be the pay which he would draw but for the reduction in his pay.

(2) In the case of a Government servant of the former Travancore-Cochin State who has opted to remain in the Travancore-Cochin State scale of pay, pay shall include dearness pay.

RULING

Personal pay granted in lieu of special pay or other allowance which does not itself count as pay should not be treated as pay for the purpose of calculating travelling allowance.

(xiv) Public conveyance means a train or other conveyance which plies regularly for the conveyance of passengers, but does not include; a taxi-cab or other conveyance which is hired for a particular journey.

(xv) Transfer means the movement of a Government servant from one headquarters station in which he is employed to another such station, whether to take up the duties of a new post or in consequence of a change of his headquarters.

(xvi) Travelling allowance means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of public service.

It includes allowances granted for the maintenance of conveyances.

CONTROLLING OFFICERS

3. Deleted

4. A bill for travelling alloawance, other than fixed travelling allowance, shall be paid only if it is signed or countersigned by the controlling officer of the Government servant who presents it.

5. The following classes of Government servants may present bills for travelling allowance without the counter-signature of a controlling officer:-

(a) The Chief Justice, Ministers, Puisne Judges of the High Court and Heads of Departments.

(b) The Advocate-General, the Government Pleader, Madras, the Additional Government Pleader;, Madras, the Public Prosecutor,Madras, the City Government Pleader,Madras, the Collectors and other officers who hold posts of the rank of

Collector, the District and Sessions Judges and other officers who hold posts of the rank of District and Sessions Judge, the Chief Judge, Court of Small Causes, the Official Receiver of the High Court, the Administrator-General and Official Trustee, the Conservators of Forests, the Superintending Engineers, the Deputy Inspectors-General of Police, Chief Metropolitan Magistrate, Judicial Magistrates, the Judge, City Civil Court, the General Managers of District Industries Centres, the Works Manager, Government Press and the Deputy Director, Family Welfare.

(c) Heads of offices

6. Without the permission of the State Government, a controlling officer may not delegate to a subordinate his duty of countersignature.

NOTE

The Under Seccretary to Government in Public (Establishment) Department shall countersign the travelling allowance bills of Senior and Junior Personal Assistants to Ministers after comparing them with the tour programmes of the Ministers. The office copies of the travelling allowance bills shall be sent to Ministers for information then and there.

7. Deleted

GRADES OF GOVERNMENT SERVANTS

8.The Government servants are divided into four grades as indicated in Annexure-I.

RULINGS

(1) The travelling allowance of a Government servant shall be revised when there is a delay in the sanction of an increment due in the normal course or in fixing pay in the revised scale when a revision is made.

(2) A Government servant's claim to travelling allowance shall be regulated by the rules in force at the time the journeys were undertaken.

(3) In respect of Goverenment servants who are on consolidated rates of pay, a deduction from the consolidated pay shall be made with reference to the existing rates of dearness allowance and the grade fixed with reference to the pay so reduced.

9. The grade of a Government servant whose whole time is not retained for the public service or who is paid wholly or partly by fees, will be determined by the Government.

10. A Government servant in transit from one post to another belongs to the grade to which he would belong if holding the lower of the two posts.

DIFFERENT KINDS OF TRAVELLING ALLOWANCES

11. The different kinds of travelling allowances are:-

a) Fixed travelling allowance
b) Mileage allowance
c) Daily allowance
d) Incidental charge
e) Flat charge (Terminal charge)
f) Actual expenses
g) Lumpsum allowance

RULING

Government servants cannot draw travelling allowance of any kind other than fixed travelling allowance during casual leave.

GOVERNMENT SERVANTS NOT ENTITLED TO TRAVELLING ALLOWANCE

12. The Government servants mentioned in Annexure-II are not entitled to travelling allowance for journeys performed in the discharge of ordinary duties within their sphere of duty. When, however, they are required to travel on duty beyond their sphere of duty, they may draw travelling allowance for their entire journey including such part of it as is within their sphere of duty.

Ruling

A Government servant is not considered to have

travelled beyond his sphere of duty if, in order to shorten his journey to some place within his sphere of duty, he has to pass through stations which are not situated within it.

FIXED TRAVELLING ALLOWANCE

13. A day's fixed travelling allowance is the amount arrived at by dividing the fixed travelling allowance for the specified period by the number of days on which the officer is required to be on tour. This allowance is not admissible during joining time or leave other than casual leave.

14. If a Government servant has not toured for the prescribed number of days, his fixed travelling allowance shall be reduced for each day in deficit.

RULING

When rates and conditions of fixed travelling allowance admissible in a specified period differ, each part of the period for which a different fixed travelling allowance is drawn should be considered separately and the eligibility for full fixed travelling allowance for each period of duty with referece to the actual number of tour days in that period determined separately.

15. The fixed travelling allowance of an officer who uses on tour a motor vehicle provided at the expense of Government or a conveyance other than a Government vehicle placed at his disposal without any charge, shall be reduced by 25 percent proportionately for the number of days on which he

has actually used the vehicle, if such days go to make up the period of minimum touring. If, however, all or any of such days do not make up the period of minimum touring, no reduction in the allowance need be made in respect of those days.

16. A Goverment Servant, appointed to hold full additional charge of one or more posts to each of which a fixed monthly travelling allowance is attached, may draw only the largest of such allowances.

17. A statement of fixed monthly travelling allowances allowed is given in Annexure-III.

RULINGS

(1) A claim for fixed travelling allowance should be included in the main pay bill for the month.

(2) The fixed travelling allowance drawn shall be disbursed along with pay.

(3) The entire period of absence from the specified area (commencing with the day on which he leaves it and ending with the day on which he reaches it inclusive) will be counted towards the minimum number of tour days prescribed for a month.

(4) Fixed travelling allowance for the days occupied by the journey and halts on proceeding outside the specified area or on returning to it or for halts and journeys extending

85-12--1a.

outside such area can be exchanged for travelling allowance including daily allowance admissible as for journeys and halts on tour. The deduction to be made on account of fixed travelling allowance for these days shall be at the rate of 1/30 of the amount of fixed travelling allowance sanctioned for a month.

(5) The journeys of Survey subordinates while on the special duty of instructing in surveying shall be considered as on tour and on duty beyond their jurisdiction.

MILEAGE ALLOWANCE

18. Deleted

19. The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling.

20. Mileage allowance for a journey between two stations shall be calculated with reference to the shortest ordinary route or to the route which is declared by the Government to be the shortest route.

NOTE

An officer who is entitled to travel by air conditioned or first-class accommodation travelling to stations beyond Tiruchirappalli on the Tiruchirappalli -

Rameswaram section and back to Madras may claim the actual fare paid by him and daily allowance for the journey by the main line route.

RULINGS

(1) The follwing have been declared as shortest routes:-

(i) The route via Ariyalur from Jayankondan to Tirucirappalli.

(ii) The bus route between Thottiam and Tiruchirappalli.

iii) The bus route between Tiruchirappalli and Kattuputhur.

(iv) The route from Kodaikanal road station to Kodaikanal via the new ghat road.

(v) The road route between Salem and Hosur via Dharmapuri and Krishnagiri.

(vi) Madras to Hosur via Bangalore for air and rail journeys.

(vii) Madras to Hosur via Krishnagiri for road journey.

(viii) The route via Mettupalayam and Bhavanisagar to Thengumarahada in Nilgiris District.

(ix) The road route via Palayamcottai for journeys between Pattamadai/Gopalasamudram and Tirunelveli/Pettai.

(x) Madras to Kanyakumari District via Thiruvananthapuram for air journey.

(xi) Air route between Madras to Pune via Bombay.

(2) The route via Kargudi and Teppaakadu shall be the recognised route for journeys between Udhagamandalam and Masinigudi. If however, a journey is actually performed by the shorter route; viz.. via Sigur ghat road, the claim should be restricted to the distance traversed by that route.

21. The head of the department may, for specially recorded reasons, permit a Government servant to travel by and draw mileage allowance by a route other than the shortest.

RULING

Where there are two routes by rail and an officer travels by the longer route for the reason that the shorter route does not provide the class of accommodation which he is eligible for he will be allowed the railway fares calculated by the shorter route only by the class of accommodation to which he is entitled.

22. The Military Route Book shall be taken as a general guide for calculating the distances in the case of all journeys. In cases in which the Collector of the district

finds that the distance given in the book is not correct, he shall notify the correct distance. The distance so fixed shall be calculated with reference to either --

(1) the central point (if any) specified in the Military Route book, or

(2) the central point given in the book "List of distances between railway stations and the fixed points in those stations", if the Collector considers this point to be more central or if no central point is given in the Military Route Book.

If no central points are given in either book, the distances shall be calculated from such points as the Collecor may fix.

When any distance cannot be calculated from the Military Route Book or The list of distances, the Collector of the distrit shall fix it.

NOTE

When a journey by road is combined with a journey by mail or steamer, unless such journey by road be a journey to or from the Government servant's headquarters, mileage allowance shall be calculated on the distance actually travelled for the distance between the railway station and the central point whichever is less.

23. Mileage allowance for a journey by road shall be admissible as prescribed below:

(a) Journey by motor car or motor cycle or scooter or moped:- Mileage allowance is admissible to Government servants, who are, on transfer entitled to transport from the old to the new station a motor car, a motor cycle or scooter or moped at Government cost vide Annexure VI and who actually travel in a motor car or motor cycle or scooter or moped, as the case may be. This allowance shall be admissible for the entire distance travelled whether or not the places journeyed are connected by railway or by a regular public motor service in whole or in part. The rates of mileage allowance are Rs.2 per kilometre for journeys performed by car and Re.1 per kilometre for journeys performed by motor cycle/scooter/moped.

(b) Journey by any mode of conveyance other than motor car, motor cycle or scooter or moped between places not connected by railway or by a regular public motor service by Government servants coming under clause (a):-The rates of mileage allowance shall be as entered under column (8) of Annexure I.

(c) Journey by any mode of conveyance including motor car or motor cycle or scooter or moped between places not connected by railway or by a regular public motor service by Government servants other than those coming under clause (a):- The rates of mileage allowance shall be as entered under column (8) of Annexure I.

NOTE

When a road journey is made in continuation of a journey by conveyance provided by Government, in a conveyane other than that provided by Government or by foot for the distance at either end which could not be traversed by the conveyance so provided, the Government servant will be entitled to mileage for that distance at either end.

RULINGS

(1) In cases where two or more journeys involving on each occasion a return to headquarters are made by a Government servant on the same day, road mileage may be allowed for the total distance covered on that day provided each of the journeys may be reckoned as a journey on tour under rule 64 and provided further that road journeys of less than eight kilometres performed from headquarters on a day are not added on to the total distance travelled on that day.

(2) Daily allowance is also allowed to Government servants drawing mileage.

(3) The mileage allowance shall be increased under Rule 47 for journeys performed entirely or partly in special tracts and the increased rates are given only for journeys performed in special tracts.

(4) Mileage and daily allowance are allowed for journeys made by walk in between places not connected by rail or by a regular public motor service.

(5) If a Government servant,who, on transfer, is entitled to transport a motor cycle/scooter/moped at the expense of the Government under Annexure VI, maintains a motor car and travels in it, he may claim mileage as admissible for a journey by motort cycle/scooter/moped.

(6) A Government servant is not entitled to add short journeys within the eight kilometres radius to separate journeys made on the same day which extended beyond the eight kilometres radius and charge mileage for the whole distance travelled.

(7) Ruling (6) is applicable to similar journeys made by a Government servant from camp.

24. 25. & 26 Deleted

27. In calculating mileage allowance, fractions of a kilometre should be omitted from the total of a bill for any one journey, but not from the various items which make up the bill.

JOURNEYS BY RAILWAY

28. Deleted

29. The Government servants and other persons specified in Annexure-I are entitled to draw railway fares as indicated in that Annexure.

RULING

When a Government servant proceeding on tour reserved the railway accommodation and cancelled it subsequently in the exigencies of public service, he is entitled to claim refund of cancellation and reservation charges.

30 & 31. Deleted

32. If a Government servant travels by a class lower than that to which he is entitled, he will draw the fare of the class by which he actually travels.

RULING

When a Government servant travels by a class higher than the one by which he is entitled to travel, his claim for railway fare should be limited to that of the class by which he is entitled to travel.

JOURNEYS BY SEA

33. For journeys by sea, the Government servants specified in Annexure I are entitled to draw steamer fares as below:-

Grade	Type of accommodation
I & II	Deluxe cabin/First class cabin
III & IV	Second class cabin.

34. If a Government servant travels in a steamer at Government expense, he is entitled to draw only the admissible daily allowance.

RULING

Rule 33 and 34 are intended to cover only journeys within the limits of India proper and journeys by sea from one Indian port to another.

35. Deleted

JOURNEY BY AIR

36. Travel by air means journeys performed in the aeroplanes of air transport companies. It does not include journeys performed by private aeroplanes or air taxis.

37. A Government servant authorised by the Government to travel by air may draw the fare paid for the journey by air. If not so authorised he can only draw the travelling allowance to which he would have been entitled, if he had gone by rail, road or steamer.

All officers with a basic pay of Rs.4,500/- and above have been authorised to travel at all times by air, while on duty. Officers drawing a pay of Rs.3,000/- and above have been authorised to travel while on duty by air outside the State only. The Aide-de-camp to the Governor while accompany

ing the Governor and the Secretary to the Governor; if desired by the Governor to accompany him by air within or outside the State, have also been authorised to travel by air.

Grade-I officers who are eligible to travel by air and other officers who are permitted to travel by air shall be reimbursed the actual payment made by them for insurance upto Rs.1 lakh against accidents for the duration of the air journey.

RULINGS

(1) Mileage may be allowed at the rate prescribed in Rule 23 (a) for the journey by road from and to the airports performed by motor car and by taxi.

(2) The claim for air fare shall be limited to the air fare charged by the airways companies for the economy class.

(3) The Indian Airlines has offered the facility of credit bookings to the Government of Tamil Nadu for the credit Code Numbers as detailed below:-

Item No.	Code No.	Codal controlling authority
1.	4448332	Governor's Secretariat
2.	4448120	Public Department (for use of Chief Minister's Office)
3.	4448812	Public Department
4.	4448266	Finance Department
5.	4448049	Director of Agriculture
6.	4460090	Legislative Assembly Secretariat
7.	4448766	Chief Engineer (General)

The following procedures shall be adopted for settling the Indian Airlines invoices for the journey performed under credit facility:-

i) No payment shall be effected by the user departments direct to Indian Airlines on the individual invoices issued by the Indian Airlines for credit facility utilised for journey performed.

ii) Payment to the Indian Airlines shall be effected directly by the Codal controlling authorities concerned on the consolidated monthly claim preferred by the Indian Airlines against each Code Number.

iii) The codal controlling authorities shall transmit the individual invoices to the user departments in batches as and when received from the Indian Airlines The departments availing the credit facility under the code numbers shall furnish details of air journey performed etc., under creit facility to the Codal controlling authorities in the proforma prescribed within a week's time along with the individual invoices, incorporating the certificate of actual performance of the journey by the officers concerned who actually performed the journey. The Heads of departments shall ensure accuracy of the particulars.

iv) The Codal controlling authorities shall collect the particulars in proforma prescribed promptly from the user departments concerned and then pass for payment the consolidated claim preferred by the Indian Airlines.

v) The drawing officer in the office of the Codal Controlling authority while forwarding the cheque to the Indian Airlines shall furnish particulars in the proforma prescribed without fail.

vi) Codal controlling authority shall maintain suitable registers user-department-wise under their code for the air travel for audit purposes.

vii) The Codal controlling authorities shall furnish particulars of cheque numbers and date with invoice details to the user departments concerned soon after the settlement of the consolidated claim.

viii) The user departments shall also maintain suitable registers for air travel to check the claims with the payments made.

ix) The concerned user departments shall also maintain a register for air travel relating to the expenditure on Government of India assisted schemes, externally aided projects

and schemes financed by other institutions in order to claim reimbursement from or to send expediture statements to the Government of India or the funding agency, as the case may be. For this purose, the entire expenditure incurred by Codal controlling authority shall be adjusted against the relevant head of account of the user department at the Final Modified Appropriation stage. The Codal controlling authority as well as the user departments shall send necessary Final Modified Appropriation proposals to Government.

(4) Officers entitled to travel by air may take, instead of insuring against accident every time they travel by air, a personal accident insurance policy upto Rs.1 lakh not only to cover risks arising out of air travel but also to cover risks out of road and rail journeys. The policy should be atleast for a period of one year at a time. Officers who take such policies will be reimbursed the amount of annual premia actually paid.

(5) The following officers shall at their discretion, travel by executive class in air travel within India:-

1. Secretary to Chief Minister or any other official accompanying the Chief Minister,

2. Chief Secretary and other officials equivalent to the rank of Chief Secretary,

3. Secretary to Government and other officials equivalent to the rank of Secretary; and

4. Secretary to Government, Law Department.

(6) When a Government servant proceeding on tour reserved accommodation for the air journey and subsequently cancelled it in the exigencies of public service, the expenditure involved for the cancellation of the accommodation will be met from State revenues.

All officers who perform air journeys should intimate the cancellation or postponement of such journeys to air companies as soon as possible, so that the cancellation fee charged by the companies may be minimised.

38. Deleted

DAILY ALLOWANCE

39. Daily allowance is admissible for journeys and halts in the course of journeys on tour.

RULING

If more than one journey is undertaken from headquarters to a camp and back to headquarters and again to the same or different camp within a block of 24 hours, daily allowance shall be allowed for any one of the journeys at the option of the Government servant.

40(a): The admissible rates of daily allowance are given in Annexure-I.

(b): Daily allowance admissible for fractions of absence from headquarters which is less than 24 hours will be as shown below:-

i) 6 hours and below	.. 30% daily allowance
ii) Exceeding 6 hours upto 12 hours	.. 70% of daily allowance
ii) Exceeding 12 hours	.. Full daily allowance

NOTE

The following staff who are supplied with means of conveyance without charge and who perform journeys beyond 8 kilometres from their headquarters to attend to urgent public calls and who are not in receipt of conveyance allowance may draw daily allowance at full rates for periods of halts exceeding six hours.

i) Fire Service personnel
ii) Armed Reserve personnel
iii) Special Police personnel
iv) Personnel of the Police Radio Control Rooms in Madras City and in the Districts.

41. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends on his return to headquarters.

42. Daily allowance shall be drawn only when a Government servant reaches a point outside a radius of eight kilometres from his headquarters or returns to his headquarters from a similar point.

RULINGS

(1) Daily allowance is admissible when a journey is continued without interruption to a point more than eight kilometres distant from the headquarters eventhough at the expiration of the complete period of 24 hours in which he started, he has not reached such a point.

(2) The radius of eight kilometres from headquarters for journeys shall be determined with reference to the provisions of Rule 22.

(3) When Government servants undertake journeys as a result of which they reach points outside a radius of eight kilometres from the central point without actually absenting themselves from their headquarter stations, they are not eligible for daily allowance. They are not also eligible to draw any daily allowance in respect of journey between two stations, unless the place actually reached by the Government servants is beyond eight kilometres from the fixed point at the Government servant's headquarters irrespective of the distance between the fixed points of the two stations.

(4) The members of the civilian staff attending the N.C.C and A.C.C annual camps are permitted to raw daily allowance for the entire period of the camp even though the camp is held within a radius of eight kilometres from the unit headquarters.

(5) Police subordinate officers, while on training, are eligible for daily allowance for marches made by walk, if the distances covered by such marches are more than eight kilometres from the headquarters.

43(a) Daily allowance may be drawn for holidays occurring during a tour, if the Government servant is actually in camp. A Government servant who takes casual leave or avails himself of Saturday, Sunday, any other holiday or restricted holidays while on tour, is not entitled to draw daily allowance during such leave or holidays.

(b) If a Government servant on tour is allowed free board and lodging, he may draw daily allowance as below:-

Free board and lodging	- -	1/4th Daily allowance
Free board	----	1/2 Daily allowance
Free lodging	----	3/4th Daily allowance

RULINGS

(1) Government servants who go on official duty abroad and choose to stay as house guests with foreign service officers and staff posted abroad, shall be allowed one fourth admissible daily allowance.

(2) The restrictive provisions in rule 44 will apply to the drawal of daily allowance.

44.(1) (a): A daily allowance may be drawn for continuous halts upto 60 days at any one place.

(b): If the absence from headquarters exceeds 60 days at any one place, the Government servant is deemed to have been transferred to that place and transfer travelling allowance shall only be admissible.

(c) The drawal of halting allowance for periods in excess of 30 days requires the prior sanction of Government.

(2) Annexure IV contains a list of Government servants and establishments who have been exempted from the operation of this rule.

45(a) After a continuous halt of thirty days' duration, the halting place shall be regarded as the Government servant's temporary headquarters.

(b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding eight kilometres for a period including not less than three consecutive nights.

(c) In calculating the duration of a halt, any day on which a Government servant travels to or halts at a distance from the halting place exceeding eight kilometres shall be excluded. Saturdays and Sundays or holidays spent outside the camp or periods of casual leave shall also be excluded.

RULINGS

(1) A halt shall be considered to be terminated by a visit to headquarters extending over three consecutive nights.

(2) An officer halting in a camp is expected to visit all places within eight kilometres of it, without breaking his camp. Consequently an officer shifting his next camp to a place within a radius of eight kilometres from the original camp should be deemed to be making a continuous halt.

INCIDENTAL CHARGE

46. The rate of incidental charge is one-half of the daily allowance admissible and it shall be drawn for each of the day of departure from headquarters and the day of arrival back at

headquarters if the period of absence is 24 hours or more. If the period of absence is less than 24 hours, one half daily allowance either for the day of departure from headquarters or for the day of arrival back at headquarters will only be allowed.

RULINGS

(1) Incidental charge is admissible for each move from camp to camp if the absence from headquarters upto the time of departure from the first camp or the time gap between the moves from camp to camp is 24 hours or more.

In the case of journeys involving moves from camp to camp entitling a Government servant to this allowance for one or more such moves, the allowance can be drawn for the journey back to headquarters only if there is at least a time gap of 24 hours between the last such move entitling him this allowance and the arrival at headquarters.

(2) A Government servant is not entitled to this allowance for a journey performed by conveyances provided by Government or for a journey for which mileage is admissible.

(3) This allowance is subject to increase by 50 percent or 33 1/3 percent for journeys in special tracts as contemplated in Rule 47.

(4) In the case of journeys to and from places outside the State, incidental charge shall be calculated on the basis of the rates of daily allowance admissible for journeys to and from these places.

(5) Incidental charge is not admissible to Government servants who proceed to treasury mainly for presentation or encashment of bills and for reconciliation or similar work.

(6) Incidental charge is allowed in addition to flat charge.

(7) Incidental charge shall be allowed in addition to mileage to officers on tour for their journey to and from the airport, railway and bus terminals and boat basins inside ports by their own car or by a hired conveyance.

(8) For a straight journey from headquarters to camp and back to headquarters, incidental charge is allowed at the rates at headquarters. The allowance allowed during camp shall be calculated with reference to the rate admissible at that place.

(9) The incidental charge admissible to an officer on tour for his journey from Madras and back is calculated with reference to Madras rates of daily allowance.

(10) Incidental charge is admissible only for journeys on tour to places at a distance of 160 kilometres or more from headquarters or camp.

(11) Incidental charge shall be allowed for a journey on tour even if the journey is commenced or ended at a point which is 160 kilometres away from headquarters after 24 hours from one camp to another camp or return to headquarters and each journey need not be a distance of 160 kilometres after an initial travel of 160 kilometres from headquarters on that particular tour.

FLAT CHARGE

Rule 46(A) : The rates of flat charge allowed are given in Annexure-I.

RULINGS

1) A Government servant on tour is eligible for flat charge at both ends of the journey irrespective of the time gap.

2) Flat charge shall be drawn only if the distance between the airport or railway and bus terminals or boat basin inside harbour and the residence or place of halt or work is at least half a kilometre.

3) Flat charge allowed at other State capitals shall be at rates admissible at Madras.

4) In places other than State capitals in other States, flat charge is allowed at the rates indicated in column (7) of Annexure-I.

5) If a Government servant performs journeys to more than one place on a single day, the eligibility for the flat charge shall be restricted to that of any two places only.

6) Flat charge is not admissible for journeys performed by Government conveyance or by car for which mileage is drawn.

SPECIAL RATES FOR SPECIAL LOCALITIES

47. A list of special localities where travelling is usually difficult or expensive will be found in Annexure-V. The rates of daily allowance and mileage prescribed in Annexure I will be increased by 50 per cent in the case of journeys in special tracts included in Class I and by 33 1/3 percent in the case of journeys in the localities included in Class II. The Government may, in the case of subordinates of the Police Department deputed for duty outside the Tamil Nadu State in connection with the tours of the Prime Minister or the President of the Republic of India, grant enhanced rates of daily allowance not exceeding double the rates prescribed in Annexure-I.

ACTUAL EXPENSES

48. }
}
49. } Deleted
}
50. }

51. Controlling officers shall authorise the payment of the actual expenditure incurred by a Government servant on a journey for which no travelling allowance is admissible.

JOURNEYS BY CONVEYANCES PROVIDED BY GOVERNMENT

52. When a Government servant is allowed free transit by rail or steamer or is provided by Government with a season ticket or uses a journey other than a journey by rail or by steamer or by air, a borrowed conveyance or a means of locomotion including bicycles provided at the expense of the Government, a local body or any State and does not pay the cost of its use and propulsion, he is entitled to draw daily allowance of his grade.

RULING

In cases where the issue of a free pass on a company's steamer to an officer has no connection with his official status (or his official duties), full travelling allowance may be allowed for the journey.

53, 53A & 54 Deleted

55. The provisions of the above rules do not apply to Government servants who are provided with elephants required for the conduct of professional operations and not for their private use or to Government servants of the lowest grade.

56. Deleted

57. When a Government servant is allowed free transit in an aeroplane chartered by Government, he shall draw only daily allowance.

JOURNEYS ON TOUR

58. The State Government may fix or alter the headquarters of a Government servant.

Rulings

1) The headquarters of the Government servants of the following Departments shall be the institutions indicated against each department and all distances shall be calculated with the buildings in the institutions as the central point:--

Department (1)	Institution (2)
Agriculture Department staff in the offices located at Telungupalayam.	Tamil Nadu Agricultural College and Research Institute, Coimbatore.
Forest Department staff in the offices located within the Estate	Southern Forest Rangers College Estate, Coimbatore.
Staff employed in the College of Technology, Coimbatore.	College of Technology, Coimbatore.
Staff employed in the Central Polytechnic, Coimbatore.	Central Polytechnic, Coimbatore.

(2) mathagiri shall be the headquarters of the Hatchery Officer-cum-Superintendent and of the officers employed in the District Livestock Farm (Hosur).

59. The Government may define or alter the limits of the sphere of duty of a Government servant.

60. A Government servant is on tour when absent on duty from his headquarters.

NOTES

(1) Departmental conference may not be summoned without the sanction of Government. The Director General of Police may summon periodical meetings of himself and police officers for discussion of administrative matters of outstanding importance.

(2) The Director of Information and Public Relations is authorised to exercise the powers of a head of department and to permit at his discretion the photographers, reporters or Publicity Assistants under his control to undertake tours within the State.

(3) In the case of journeys made by the Governor, eventhough the purpose of his visits may be private, the personal staff accompanying him shall be considered to be on duty and will be eligible for travelling and daily allowance.

RULINGS

(1) A Government servant placed in full charge of another post or in charge of the current duties of another post, in addition to his own, may, when visiting the second office on duty, be allowed travelling allowance as on tour.

(2) The sanction of the Government is not necessary to a journey of an officer who is summoned to a place outside the State by a Court of law to give evidence in his official capacity

(3) The Chairman and Members of the Tamil Nadu Public Service Commission have been permitted to be absent from headquarters otherwise than on tours connected with the discharge of their official duties during the month of May in each year at any place or places in the State provided there is no extra expenditure to Government.

(4) The Sessions Judge, North Arcot, is permitted to draw travelling allowance for journeys performed by him in connection with the meetings of

the Committee of visitors of the Junior Approved School, Ranipet which he has to attend as an ex-officio member.

(5) The Director of School Education is permitted to incur expenditure from State funds on the travelling allowance of District Educational Officers in connection with their journeys for organizing and condcuting the regional and inter-district athletic competitions conducted every year.

(6) Enumeration and supervisory staff employed in connection with the combined review of the electoral rolls and the national register of citizens and the polling and counting personnel appointed for the general and bye-elections will not be allowed to take with them subordinate establishments

Returning Officers, Electoral Registration Officers;, Election Deputy Tahsildars etc. proceeding on election duty are permitted to take with them such staff as is absolutely necessary.

(7) The Chief Secretary to Government and the Deputy Secretary to Government, Public Department are permitted to visit the aerodrome at Meenambakkam whenever necessary in connection with the reception of V.I.Ps and their send off and draw travelling allowance admissible.

(8) A Police team may be sent every year to participate in the All India Police Athletic and Games meet and zonal tournaments.

(9) The Commissioner of Police, Deputy Inspector-General of Police, Police Radio Officers and Superintendents and Deputy Superintendents of Police are permitted to visit the Police Training College, Vellore to deliver lectures to the Sub-Inspector cadets under training.

(10) The Assistant Conservators of Forests shall be eligible for travelling allowance as on tour for the authorised study tours undertaken by them, while undergoing the specialised course for six months in Dehra Dun.

(11) For practical and administrative reasons, the territories of Pondicherry shall be treated as falling within the limits of this State for purposes of these Rules.

(12) Government sanction is necessary to permit a Government servant to travel on duty to a hill station outside his sphere of duty. The Chief Conservator of Forests is, however, permitted to allow the Forest officers and subordinates to proceed on duty to Udhagamandalam.

(13) The Registrar of Cooperative Societies is permitted to accord standing sanction to all officers of the Co-operative department working in the co-operative institutions in the State under Fundamental Rule 127 to undertake journeys within the State on the business of the institutions concerned, the cost of travelling allowance being borne by the respective institutions.

(14) The term "departmental conference" referred to in Note (1) under Rule 60 would apply to a conference of the head or senior officer of a department with a number of subordinate officers 'of that department summoned by him as a class for the purpose of exchange of views or discussion of general departmental questions. It would not, however, apply to the summoning by the head or senior officer of a department of certain selected officers of that department for discussion of a particular matter in respect of which they had specialized knowledge or were immediately and personally concerned.

Prior permission of Chief Secretary should be obtained before the Collectors are called to Madras for discussions by the Special Commissioner and Commissioner for Revenue Administration and Secretariat departments.

Exception- Conferences of Deputy Agricultural Officers summoned by a Deputy Director of Agriculture are to be treated as falling outside the scope of the definition of "departmental conference" .

Deputy Agricultural Officers employed in two or more adjoining districts may meet in a single conference lasting for about a week once every half/year to discuss subjects calculated to improve the technical knowledge and the efficinecy of the district agricultural staff. The Deputy Director of Agriculture concerned should attend as many of these conferences as he conveniently can in addition to the concerned District Agricultural Officers. The travelling allowance of officers attending the conference will be regulated as in the case of journeys on tour.

(15) Professors and Assistant Professors of Hygiene of the Madras and Stanley Medical college, who accompany the students of the M.B.B.S course on study tours to any place within the State, may draw travelling allowance as on tour.

(16) The nominees of the State representing the Government in the Board of Directors of all Public Sector Undertakings, Private sector Corporations, Statutory Boards are permitted to attend the meetings of these Boards etc., on duty, whenever and wherever they are held.

(17) Controlling officers may authorise their subordinates to proceed to places outside their jurisdiction when vehicles and typewriters are taken to workshops for repairs.

(18) Collectors are empowered to permit the subordinates of the Panchayat Development and Revenue departments to perform journeys outside the districts for all items of work for which the deputation of such personnel is absolutely indispensable.

(19) The Director of Collegiate Education is empowered to permit the members of the staff of the Government colleges under his control to accompany the students going on instructional tours to places outside the State.

(20) The Port Officers, Cuddalore, Nagapattinam and Rameswaram are empowered to permit the staff under their control to proceed on duty to places outside their jurisdiction.

61. The travelling allowance drawn by a Government servant on tour, if he is not entitled to fixed travelling allowance, will be the daily allowance, air fare, railway fare, steamer fare, fare for a regular public motor service, mileage allowance, incidental charge and flat charge to which he is entitled.

RULINGS

(1) Medical officers, Staff Nurses, Pharmacists and Laboratory Technicians posted to medical institutions for short periods, not exceeding a month to take the place of officers summoned to give evidence or on casual leave and due to other reasons as well, who return to their original stations on the termination of such temporary duty shall be paid travelling allowance as on tour. No family travelling allowance under Rule 70 will be allowed in such cases.

(2) Assistants/Junior Assistants of the Registraion Department, who are deputed as Sub-Registrars in casual leave vacancies, arising on account of attendance at courts by Sub Registrars, shall be paid travelling allowance as on tour subject to the provisions of Rule 44.

(3) A Government servant is permitted to avail of casual leave or holidays or both not exceeding 7 days at a time in a particular place either immediately before or after the period of official journey or during camp. If the casual leave or holidays availed exceed 7 days, the Government servant is not entitled to travelling allowance for the return journey. If, however, casual leave or holiday is availed after his return to headquarters, it terminates the camp and it has to be construed as

resumption of duty. The Government servants who avail themselves of vacation at camp are not eligible for travelling allowance for the return journey.

62. A fixed travelling allowance is intended to cover the cost of all journeys within the specified area and no other travelling allowance in place of or in addition to fixed travelling allowance can be drawn for journeys within that area, provided that--

If the specified area extends beyond the limit of a single district and the actual expense as defined in Rule 2 incurred on a journey by a public conveyance exceeds double the fixed travelling allowance for the period occupied in such journey, a Government servant may draw, in addition to his fixed travelling allowance, the difference between the actual expenses incurred and double the fixed travelling allowance for the period occupied in such journey.

NOTE

The calculation of the period occupied in such journeys shall be based on calendar days, a portion of a calendar day being reckoned as one day.

RULING

When a Government servant in receipt of a fixed travelling allowance travels on a free pass either in a steamer or in train within his sphere of duty, he should deduct value of the fares for the journey for which he has used the pass during the month from the amount of fixed travelling allowance for the month.

63. A Government servant in receipt of a fixed travelling allowance, who proceeds on tour beyond the specified area, may draw travelling allowance as on tour including daily allowance for his halt outside the specified area, instead of the proportionate amount of fixed travelling allowance for the days on which travelling allowance is drawn. The travelling allowance may be drawn for the entire journey including such part of it as is within the specified area.

This rule does not apply to a Government servant who travels beyond the specified area in the course of a journey from one place to another in the speced area.

Note--(1) The term 'entire journey' includes the journeys performed on the days on which a Government servant proceeds outside and returns to the specified areas and journeys on tour outside such area. A halt for portion of a day within the specified area shall not be reckoned as an interruption of the journey.

(2) The term 'days on which travelling allowance is drawn includes calendar days and portions of calendar days during which the journey is performed.

(64) No journey is reckoned as a journey on tour that does not reach a point outside a radius of more than eight kilometres from headquarters. But a Government servant travelling on duty within eight kilometres of his headquarters is entitled to recover the actual amount which he may spend on payment of tolls and fares for journeys by railway or other public conveyance.

RULINGS

(1) This Rule will not apply in respect of claims for journeys as on tour under Rule 52.

(2) A journey performed within Madras, Madurai and Coimbatore Corporation limits will not be treated as on tour.

JOURNEYS OF A NEWLY APPOINTED GOVERNMENT SERVANT TO JOIN HIS FIRST POST.

65. Travelling allowance is not admissible to any person for the journey to join his first post in Government service. However, Government servants, who are directly recruited, may be granted travelling allowance as on tour for the journeys to join their posts at the conclusion of training.

66. Deleted

67. When a permanent Government servant, who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Government service, the authority which sanctions his re-appointment; may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India.

68. The rate of travelling allowance admissible under the above rules is that of the grade to which the Government servant will belong after joining his post, but no allowance may be drawn for halts.

JOURNEYS ON TRANSFER

Conditions of admissibility

69(a) Travelling allowance may be drawn by a Government servant on transfer from one station to another. If the transfer is at the request of the Government servant, travelling allowance is not admissible.

NOTE

(1) Travelling allowance is admissible only if a change of residence is involved.

(2) Travelling allowance is admissible to a Government servant on transfer at his request in the nature of reversion to his parent department to join a higher post on promotion.

(b) A Government servant is entitled, for a journey on transfer, to the following privileges.

NOTE

The concession admissible will in the case of Government servants in receipt of fixed travelling allowance and in the case of those mentioned in Annexure II be regulated with reference to the allowance sanctioned for the grade in which their pay would place them.

RULINGS

The travelling allowance of a Government servant, for a journey on reversion from foreign service should be borne by the foreign employer even in cases where the Government servant proceeded on leave before actually joining duty under Government and the competent authority has decided that the reversion shall take effect from the date of proceeding on leave.

2) The travelling allowance of an officer appointed to foreign service shall be met by the foreign employer for the onward and return journey if the request for the posting of the officer is made by the foreign employer.

3) In cases where both husband and wife are in the State Government's employment and are transferred at the same time or within six months of his/her transfer from one and the same old station to one and the same new station, transfer travelling allowance will not be admissible to both of them as independent Government servants. Either of them may claim transfer travelling allowance, the other being treated as a member of his/her family not in the State Government's employment.

NOTES

1) The wife of a Government servant will be treated as residing with him at the time of the transfer of her husband, even if she had already been transferred from the place of old headquarters unless judicially separated provided of course that she is not entitled to travelling allowance for the journey undertaken previously by her under the rules applicable to her.

2) In cases where both husband and wife are in the State Government's employment and are transferred at the same time or within six months of his/her transfer from one and the same station to two different stations and in cases where both husband and wife are transferred to one and the same station from two different stations at the same time or within six months of transfer of either, travelling allowance for the transport of personal effects may be paid to both of them as independent Government servants.

3) In cases where husband and wife are employed under Central and State Government and if both are transferred at the same time or within six months from one and the same old station, to one and the same new station, the transfer travelling allowance will be admissible to only one of the spouse treating the other as member of the family. The expenditure on transfer travelling allowance will be debited to

the Government under which the claimant is employed and the grade will be determined in accordance with the rules applicable to the claimant.

4) In cases where both husband and wife are employed under State Government and Central Government or under State Government and Local Body and where one of them is transferred, the transfer travelling allowance of the other may be treated as for a member of his/her family subject to the condition that he/she actually travels to the place of transfer of the spouse within six months of his/her transfer.

5) In case where the spouse of the Government servant is in private employment and when the Government servant is transferred, the transfer travelling allowance of the other may be treated as for a member ofhis/her family subject to the condition that he/she actually travels to the place of transfer of the Government servant within six months of his/her transfer.

JOURNEYS BY RAIL

70(i): A Government servant may draw for himself a single fare of the class he is entitled to travel.

(ii): He may draw one fare for each adult

member of his family and one half fare for each child who accompany him. The fare shall be any class of accommodation ;but not higher than admissible to him.

(iii): He is permitted to transport personal effects by rail at railways' risk, lorry etc., upto the following maximum limits:-

Grade (1)	By goods train, lorry etc. (2)	By passenger train from out of col.(2) (3)
	(in kilograms)	
I	4500	200
II	2000	75
III & IV	1000	40

If he carries more than the permitted quantity by passenger train, he shall be allowed good rate only for the excess quantity conveyed.

The claim should be restricted to what would have been admissible had the personal effects been transported by passenger and good trains upto the maximum limits allowed under each.

NOTES

1) Claims will be admitted only on production of vouchers.

(2) Wherever out-agency facilities exist, the claim for transport of personal effects shall be limited to the amount which would have been charged by the railway, had the personal effects been transported by such out-agency at owner's risk.

(3) A Government servant may carry his personal effects by road between stations connected by rail and draw actual expenses upto the limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train.

A Government servant may carry his personal effects partly by road and partly by passenger train between stations connected by rail and draw actual expenses upto the amount which would have been admissible had he taken the maximum number of kilograms by passenger and goods trains upto the maximum limits allowed under each.

iv) He may draw the actual cost of transporting at railway's risk by passenger train conveyance on the scale and subject to the restrictions prescribed in Annexure VI.

v) In the case of a motor car, the cost of transporting a chauffeur or cleaner may also be drawn.

Note:- The travelling allowance under clauses (iii) to (v) of this rule may be drawn only for personal effects or conveyance actually in the possession of the Government servant at the time when he receives authoritative intimation of the transfer or when he hands over charge at the old station, provided that, if the Government servant sells any such conveyance and replaces it either before or at the time of the journey from the old station to the new station, he may, subject always to the scale prescribed in Annexure VI, be

allowed the cost of transport to the new station, subject to a maximum of the cost of transport from the old to new station. Admission of such claims will be subject to the condition that the transport was subsequent to the date on which the Government servant had authoritative intimation of the transfer and was completed within six months after the date on which he reported himself for duty at the new station. Where the journeys of the Government servant and of his family and the transport of personal effects take place on different dates, the limit of three months mentioned in Article 54 of the Tamil Nadu Financial Code, Volume -I shall apply to each journey and to the transport of personal effects separately and the Government servant may present supplemental travelling allowance bills with reference to Article 239 of that Code.

vi) Deleted

vii) An officer on transfer is permitted to take his personal servants to the new station and to claim bus fare or second class fare by train.

The number of servants permitted to be taken on transfer is given below:

Grade		Number of servants
I	...	2
II	...	1

NOTES

1) Travelling allowance for personal servants is also admissible:

i) When the servants precede the officer by not more than one month.

ii) When the servant travels alone or accompanies the family of the officer within three months from the date of the officer's transfer.

2) Daily allowance is not allowed to personal servants.

3) Personal servants are allowed flat rate as admissible to Grade IV Government servants.

4) Transfer travelling allowance can be claimed for personal servants only if the servants are in the employ of the officer at the time when he received intimation of his transfer and if the journey to the new station of the personal servant is from the old station.

viii) The officer and each member of his family are eligible to draw daily allowance at the rate admissible to him on tour.

Children below 12 years are eligible for 1/2 daily allowance.

Full rate of daily allowance shall be allowed for journeys upto 24 hours duration and daily allowance for fraction of journey time in excess of 24 hours at rates given in Rule 40 shall be allowed.

Daily allowance shall be allowed to each member of the family irrespective of the mode of conveyance by which the journey is performed.

ix) He may draw incidental charge as on tour at both ends of the journey irrespective of the time gap.

NOTES

1) Family members are not eligible for incidental charge.

2) Incidental charge shall be allowed if the journey is performed by bus, rail or by air and not by car.

x) (a): He may draw lumpsum allowance according to the following scale:-

Grades of Government servants	Distance between the old and new stations	
	Beyond 8 Kms but not exceeding 60 Kms.	Beyond 60 Kms.
	Rs.	Rs.
I	300	500
II	225	400
III	150	275
IV	75	150

b) If personal effects are not transported, one half of the allowance admissible shall be allowed.

The balance 50% is admissible to a Government servant on a later date consequent on the shifting of his family at a later date but within a period of six months. A supplemental claim shall be made for personal effects.

NOTES

1) The rate of lumpsum allowance is doubled for journeys on transfer outside the State.

2) Lumpsum allowance at full rates may be allowed to a bachelor who has actually transported personal effects to the new station.

3) Lumpsum allowance will be restricted to 50% if personal effects are transported in a borrowed conveyance.

Rulings under Rule 70(iii)

1. When Government servants are compelled to send their personal effects by passenger train owing to the railways having closed goods traffic at the time of their transfer, they shall be allowed a reimbursement of the actual cost of transport within prescribed limits of weight.

2. A claim shall be allowed only if the transport of personal effects is subsequent to authoritative intimation of transfer and within 3 months of the officer's report for duty in the new station.

NOTE

The cost of transport of personal effects shall be admitted only if the personal effects are either in the possession of the Government servant or family before and after transfer.

3. Milch cows and pet animals are personal effects.

4. In cases where a Government servant is transferrd from station A to station B and within a period of six months of such transfer is again transferred to anothe station C, he may be allowed the cost of carriage of personal effects from station A to station C subject to the conditions (1) that the total weight carried from station B to station C and from station A to station C does not exceed the maximum limit prescribed in the rules and (2) that the total cost of transporting the effects from station A to station B, from station B to station C and from station A to station C does not exceed the amount admissible from station A to station B plus that admissible from station B to station C.

5) The mileage contempleted under Rule 72 (ii) in respect of the road portion of the journey to and from railway station will not be admissible in the case of a claim preferred under Note 3 to Rule 70 (iii).

Ruling under Rule 70 (iv)

Claims for the actual cost of transporting a conveyance should be supported by the receipts granted by the railway for the amounts actually paid.

Ruling under Rule 70(v)

1) Railway fare for a chauffeur can be admitted only if the cost of transport of the car is claimed and admitted and the chauffeur performs the journey between the places between which car is transported.

2) The condition that transport of personal effects and conveyances should be subsequent to the receipt of authoritative intimation of transfer does not apply to claims arising under Rule 78 and 80. These claims can be admitted if the personal effects and conveyances are in the possession of the Government servant at the time of receipt of authoritative intimation of transfer, even though they are transported from the old station to anoter place before the receipt of such intimation, provided the transport charges do not exceed in amount what

would be admissible for the transport of personal effects and conveyances from the old station to the new, by the cheapest route and the claims are supported by proper receipts.

(3) Claim can be admitted in cases where the conveyance is transported to the new station from a place other than the old station, provided the transport charges do not exceed what would have been admissible for its transpaort from the old station the new station by the shortest route and it is certified that it was in the possession of the Government servant at the time of transfer.

Ruling under Rule 70(viii)

Daily allowance may be drawn for the Government servant and each member of his family, though the journey between two places connected by a railway is made in his own motor car or motor cycle/ scooter/ moped.

JOURNEYS BY AIR

71. A Government servant who travels by air or who sends his family by air, may draw the same travelling allowance as that to which he would have been entitled if he or his family had travelled by rail or road.

If he takes his personal effects by air between two air ports nearest to his old and new stations, he may draw the actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by goods train or road as the case may be subject to the prescribed maximum number of kilograms.

JOURNEYS BY ROAD

72(i): A Government servant may draw for himself and for the members of his family mileage on the scale prescribed below:-

(a) In case he is entitled to a claim under Rule 70(iv) for transport of a conveyance--

1) When he and the members of his family travel by that conveyance between places either connected by a railway or regular public motor service in whole or in part or not - No mileage.

2) When he and the members of his family travel by any other conveyance between places not connected by a railway or regular public motor service - (i) twice the mileage to which his grade entitles him under Annexure-I for self and (ii) one extra mileage if two members of his family accompany him and another extra mileage if more than two members of his family accompany him.

b) In case he is not entitled to a claim under Rule 70 (iv) for transport of a conveyance, when he and the members of his family travel by any conveyance between places not connected by a railway or regular public motor service -Mileage on the scale prescribed by sub-clause (a) (2).

NOTE

When mileage is drawn, no charge is admissible to compensate expenses on porterage at either end.

(c) When the Government servant and his family travels by a regular public motor service, the charge shall be the actual fare paid for the Government servant and the memers of his family. Incidential charge at one half of the rate of daily allowance for which he is eligible under Annexure-I to compensate expenses at each end on porterage involved in the journey may be drawn for him alone.

d) When a Government servant performs his journey in a hired motor car exclusively for. his journey(i) in between places connected by railway, the charge should be limited to what would have been admissible had the Government servant travelled by rail.

(ii) in between places not connected by rail and connected by a regular public motor service, the charge should be limited to what would have been admissible had the Government servant travelled by the public motor service.

e) Between two places connected by a railway, a Government servant may be permitted to draw actual hire charges paid for a motor car hired to transport the members of his family or in respect of each member of his family for whom travelling allowance is admissible, actual bus fare paid limited to the amount which would have been admissible, had the journey been made by rail. If the hire charges so paid are less than the amount admissible had the journey been undertaken by rail, the claim should be limited to the actual hire charges. The claim to the personal effects will be regulated by Rule 70(iii).

f) In the case of a Government servant performing the jouney in a motor car hired to transport the members of his/her family, the claim shall be determined as follows:

If the hire charges are more than the admissile claim in respect of the members of his family had they travelled by rail, then the difference between the hire charges and such admissible claim shall be allowed in respect of the Government servant, subject to the condition that the entire claim for the

Government servant and the members of the family supported by proper vouchers should be limited to the amount which would have been admissible had all of them performed the journey by rail. If the hire charges so paid are equal to or less than such admissible claim, then the claim shall be limted to the actual hire charges.

g) In respect of journeys performed by the members of the family of a Government servant, on transfer, between two places connected partly by rail and partly by road, the claim should be regulated as below:-

	Mode of conveyance (1)	Claim admissible (2)
1.	Hired motor car ...	Actual hire charges paid, limited to what would have been admissible had the journeys been performed by rail and road
2.	Borrowed conveyance for which propulsion charges are met by the Government servant	Actual expenses incurred on the propulsion charges of the conveyance or what would have been admissible had the journeys been performed by rail and road, whichever is less.

(ii) When the conveyance by road of personal effects can be performed by a railway or by local motor transport company at a rate per kilometre cheaper than double the Government servant's mileage rate under Annexure I his claim for the cost of such transport upto the maximum given in Rule 70(iii) will be limited to the actual amount charged by the company (at owner's risk). In other cases, two extra

mileages may be claimed subject to the production of a certificate that there was no transport company available to carry good at a cheaper rate.

When the conveyance is all by road one more mileage over and above the two extra mileages admissible will be given.

(iii) He may draw mileage on the following rate towards the cost of transporting by road conveyance on the scale and subject to the restrictions prescribed in Annexure VI between places either connected by a railway or not.

a) If the conveyance is transported not by its own propulsion, mileage at the rate of 40 paise a kilometre for a motor car and 20 paise a kilometre for a motorcycle/scooter/moped.

b) If the conveyance is transported by its own propulsion, mileage at the rate of Rs.2 a kilometre for a motor car and Re.1 a kilometre for a motor cycle/scooter/moped.

iv) He may draw for himself and for each member of his family daily allowance on the scale prescribed by rule 70(viii).

v) He may draw a lumpsum allowance on the scale and subject to the restrictions prescribed by Rule 70(x).

RULINGS

(i) Transpsort partly by train and partly by road not exceeding 8 killometres at either or both ends- The claim admissible under Rule 70(iii) will be allowed for the rail portion. No mileage for the road portion will be admissible.

In cases where out agency facilities are available, the distance of the road portion shall be reckoned only from the out agency point at either or both end.

(ii) Transport partly by rail and partly by road exceeding 8 kilometres at either or both ends - The claim admissible under Rule 70 (iii) for the rail portion will be allowed. In addition, two mileages under the first rule of Rule 72(ii) subject to the restrictions prescribed in that paragraph will be admissable in respect of the end where the distance by road exceeds 8 kilometres.

In cases where out agency facilities are available, the distance of the road portion shall be reckoned only form the out-agency point at either or both end.

JOURNEYS BY CONVEYANCE PROVIDED AT THE EXPENSE OF GOVERNMENT

73. A Government servant, who travels by a conveyance provided at the expense of Government, may

(i) for himself and for each member of his family daily allowance on the scale prescribed by Rule 70(viii); and

(ii) a lumpsum allowance on the scale and subject to the restrictions prescribed by Rule 70(x).

GENERAL

74. When a Government servant on transfer is required to hand over charge of his old post or take over charge of his new post at a place other than the headquarters, he is entitled to ---

(i) travelling allowance as on tour from the place of handing over to the place of taking over charge, from his old headquarters to the place of handing over charge and from the place of taking over charge to his new headquarters: and

(ii) traveling allowance admissible under clauses (ii) to (v), (viii) (as applicable to the members of his family only and not for himself) and (x) of Rule 70 or mileages on the scale prescribed by clauses (i) and (ii) diminished by one, daily

allowance for the members of his family prescribed by clause (iv) and a lumpsum allowance prescribed by clause (v) of Rule 72, as for a journey direct from the old to the new headquarters.

75. If, in consequence of his transfer, the family of a Government servant travels to a station other than the new headquarters, travelling allowance for this journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible; if the family had proceeded to the new headquarters station.

RULINGS

1) The move of the family to a station other than the new headquarters should be directely caused by the transfer and should be made after authoritative intimation thereof.

2) If the family of a Government servant travels, in consequence of his transfer, in a lower class than what is admissible to him to a station other than the new headquarters, the travelling allowance for the family should be restricted to the eligible travelling allowance to the family had they proceeded to his new headquarters from the old headquarters.

76. A member of a Government servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accomnpanying him. If such member travels to the new station from a place other than the Government servant's old station, the Government servant may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less, provided that, subject to the limit of six months, successive transfer may be treated as one transfer for the purpose of determining the old station and the new station.

NOTES

(1) Travelling allowance may be drawn in addition to what is admissible under Rule 75, provided the amount drawn under the two rules together does not exceed the travelling allowance that would have been admissible if the journey had been made from the old to the new station direct.

(2) The travelling allowance admissible will be determined with reference to the grade of the Government servant on the date of his transfer. The number of fares admissible will, however, be determined with reference to the actual facts on the date of the journey in respect of which the travelling allowance is claimed.

RULINGS

(1) A member of a Government servant's family whc follows him within six months from the date of his transfer, may be treated as accompanying him even though such member travels to the new station from a place other than the Government servant's old station and irrespective of the time when such member left the Government servant's old station.

(2) The expression "date of his transfer" should be interpreted to mean the date on which the Government servant reports himself for duty at the new station in case of his family follows him or the date on which he hands over charge at the old station, in case his family precedes him.

(3) Travelling allowance may be admitted for journeys performed by an officer's sons or daughters from their place of study to any new stationa to which he is transferred. The fares from the place of study to the new station or from the old to the new station whichever is less is admissible.

(4) The term "successive transfers" may include the transfer back to the old station.

77. A Government servant appointed to a new post transit from one post to another is entitled to draw travelling allowance for so much of the journey on transfer as

he has accomplished when he received the fresh orders and for the journey from the place at which he receives such orders to the new station.

78. A Government servant who takes leave of any kind not exceeding six months, after he has given over charge of his old post and before he has taken charge of his new post, is entitled to travelling allowance whether the order of transfer is received before or after the commencement of his leave. When vacation is combined with leave, the period of vacation shall be reckoned as leave.

79. In cases not covered by Rule 78, a Government servant who produces a medical certificate while in transit from one post to another and obtains leave may draw travelling allowance under Rule 70(i) and (ii) and 72(i) for so much of the journey to join the new post as he had accomplished when he applied for leave, in addition to any allowance admissible under Rule 80.

80. When a Government servant, whose case is not covered by Rule 78, is posted to a station other than that at which he was stationed before he went on leave, the controlling officer may permit him to recover the following for a journey from his old to his new station:-

(i) travelling allowance admissible under Rule 70(iii), (iv), (v) and (x); and

(ii) (a) in the case of a journey by road, two mileages to which his grade entitles him under Annexure I;

(b) when the conveyance of personal effects is all by road, one mileage over and above the two mileages admissible.

81. When a Government servant under the administrative control of the State Government is transferred to the control of another Government which has made the rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating travelling allowance on transfer.

RULING

The controlling officer for the purpose of travelling allowance for the journey of a Government servant to join his post under a borrowing Government as well as for the return journey will be controlling officer in regard to his post under the borrowing Government.

82 to 85. Deleted

JOURNEYS TO ATTEND AN EXAMINATION

86. A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an obligatory departmental examination prescribed in the service rules. Travelling allowance shall not be drawn more than twice for any particular examination.

87. Deleted

88. The sanction of the Government is required for drawal of travelling allowance for attending an examination other than those specified in Rule 86.

NOTES

1) Nurse pupils, pupil maternity assistants and auxiliary nurse midwives, trained on behalf of the Government at the Government hospitals are entitled to draw traveling allowance as on tour as admissible to Grade-IV officers:-

i) for their transfer from one institution to another to complete the prescribed course of training or to join their first appointment to complete their period of service in accordance with the terms of their agreement.

ii) for attending each part of the examination prescribed for the first or second time.

2. The Director of Survey and Land Records is empowerd to sanction the payment of travelling allowance to revenue subordinates for the journeys performed by them to attend the examination in maintenance of land records or the first time and also for a second time.

89. Travelling allowance under Rule 86 and 88 shall be regulated as under:-

1) Travelling allowance is calculated as for a journey on tour.
2) No daily allowance will be allowed.
3) Milleage allowance for journeys by car between places connected by rail shall restricted to train fare.

NOTE

Daily allowance is admissible to All India Service probationers for the period of their halt at Madras for taking up departmental examinations.

JOURNEYS WHEN PROCEEDING ON OR RETURNING FROM LEAVE

90. A Government Servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave.

The following are exceptions :-

(a) A Government servant on leave for a period not exceeding six months is entitled to travelling allowance for a journey undertaken for the purpose of passing an examination, provided he is otherwise eligible, calculated either from the place where he was last on duty or from the place where he is residing,

whichever would give him less travelling allowance . If the place where the Government servant was last on duty is also one of the centres where the examination is held, no travelling allowance will be admissible.

(b) If a Government servant, while on leave, makes a journey under proper authority and in the public interests, he may with the approval of Government, be granted travelling allowance as for a journey on tour.

The superintendent of police may, by an order showing the public interest served, grant travelling allowance to police officers of the rank of inspectors and below for journeys performed while an leave to assist in the prosecution of cases investigated by them while on duty.

RULING

A Government servant summoned to attend a departmental enquiry into his conduct while on leave shall be paid travelling allowance as on tour either from the Government servant's previous headquarters to the place of enquiry or from the place where he spends his leave to the place of enquiry whichever is cheaper.

91. When a Government servant is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to draw travelling allowance as for a journey on tour for the journey from the place at which the order of recall reaches him to the station to which he is recalled.

Provided that if any such Government servant is entitled under Rule 78 to draw travelling allowance at the rates permitted for a journey on transfer, he may draw travelling allowances as for a journey on tour from the place from which he is recalled to the new station to which he is transferred, in addition to the cost of carriage of personal effects, conveyance etc., from his old to the new station as under Rule 80.

RULING

The leave should be taken to be the leave sanctioned and enjoyed and not the period debited to the leave account after giving credit under Instruction 9 to Fundamental Rule 106 for the joining time admissible but not availed of.

92. If a Government servant, on compulsory recall from leave exceeding six months, is posted to a station other than that from which he went on leave, he may draw, in addition to the allowance admissible under Rule 80, travelling allowance for his family under Rules 70 and 72 for the journey from the place at which the order of recall reaches him to the new station provided that the amount so drawn shall not exceed the amount admissible under Rules 70 and 72 for the journey from the old to the new station.

JOURNEYS ON RETIREMENT, DISMISSAL OR TERMINATION OF EMPLOYMENT.

93. No person is entitled to any travelling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service.

RULING

If a Government servant who has been removed/dismissed or compulsorily retired from service as a penalty undertakes a journey to attend the departmental enquiry under the orders of the appellate or reviewing authority in connection with such removal/dismissal or compulsory retirement, he may be allowed travelling allowance as for a journey on tour from the place where the summons to attend the enquiry reaches him to the place of enquiry and back. The travelling allowance shall be regulated in accordance with the pay of post held by the Government servant immediately before his removal/dismissal or compulsory retirement.

94. Deleted

95. A person temporarily employed in Government service who has received travelling allowance for the journey to join his post may, on the termination of his employment, be allowed to draw travelling allowance as for a journey on tour without halting allowance not exceeding the travelling allowance calculated for the journey to the place at which he was employed.

JOURNEYS TO GIVE EVIDENCE

96. A Government servant is eligible for travelling allowance as on tour when he is summoned to give evidence in India in a criminal case, a case before the court-martial a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority in India provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties.

Mileage for journeys by car between places connected by rail shall be restricted to what would be admissible had the journey been performed by rail.

If travelling allowance is drawn, any payment by the court or authority towards his expenses shall not be accepted by him. The fees which may be deposited in the court for the travelling and subsistence allowance of the witness shall be credited to Government.

If the court in which he gives evidence is situated within eight kilometers of his headquarters and no travelling allowance is admissible, he may either utilise the conveyance provided by the Government or accept such payment of actual travelling expenses as the court may make if he is not in receipt of conveyance allowance and fixed travelling allowance.

NOTES

1) A Government servant on leave or under suspension summoned to give evidence shall be paid travelling allowance from and to the place at which he received the summons.

2) A Government servant who undertakes a journey to peruse official records for the preparation of his defence in connection with the disciplinary proceedings instituted against him shall be allowed travelling allowance as on tour without any halting allowance. The travelling alowance shall be restricted to the admissible travelling allowance had the journey been undertaken from the headquarters of the Government servant.

3) A Government servant who is summoned to give evidence before a court undertakes a journey for the purpose of perusing official records in connection with the giving of such evidence, may be paid travelling allowance.

RULINGS

1) If a Government servnt undertakes a journey in connection with a case or inquiry instituted against him for acts done in his official capacity and if the defence of such case has been sanctioned by a Government Department, he shall be granted travelling allowance as for a journey on tour.

2) A Government servant absent from headquarters during vacation summoned to give evidence is entitled to teravelling allowance for his journey from and to the place at which he received the summons.

3) A Government servant while on foreign service or on deputation, if called upon to give evidence in a court of law within the State in respect of matters that have come to his knowledge in the discharge of his official duties, may be granted as an employee of this Government, from State funds, travelling allowance as for a journey on tour.

97. A Government servant summoned to give evidence in circumstances other than those described in Rule 96 is not entitled, by reason of his position as a Government servant, to any payments other than those admissible by the rules of the court.

98 to 105. Deleted.

JOURNEYS ON A COURSE OF TRAINING

106(a): A Government servant deputed to undergo a course of training, may draw travelling allowance as on tour for the journeys to and from the training centre. Daily allowance at full rate is admissible for the first 90 days. If the training period exceeds 90 days duration, only transfer travelling allowance is admissible.

NOTES

(1) Officers, who will necessarily have to stay in a hostel, shall be reimbursed the actual cost of boarding and lodging or permitted to draw three fourths daily allowance for the entire period, whichever is less.

(2) The Sub-Inspectors of Police deputed for training in the Central Detective Training Schools at Hyderabad and Calcutta can draw travelling allowance as on tour for the to and fro journeys and a training allowance at Rs.150 per mensem.

(3) Offices deputed for training exceeding three months and not exceeding one year and allowed travelling allowance as on transfer, shall not be allowed travelling allowance for the members of their family unless the family members reach the place where the training is conducted, not later than half of the training period.

(b) Travelling allowance shall be allowed for the journey from and to a training school during vacation only for the purpose of a practical course of training which is required to be undergone at another station.

(c) A Government servant, who draws travelling allowance as for journeys on tour under clause (a) during the deputation on a course of training, will, if transferred be deemed to have been transferred from his permanent headquarters, and be entitled to return to them before the transfer takes effect; in all other cases a Government servant, who on completion of a course of training is posted to a station other than that from which he was deputed for training, will draw travelling allowance as for a journey on transfer to the new station to the extent to which such travelling allowance has not already been drawn.

(d) A person, who on first appointment is required to undergo a prescribed course of training before taking up the duties of the post to which he has been appointed is not entitled to travelling allowance for joining the training centre or for stay in that centre. Exceptions to this rule are allowed in the case of recruit Constables and Fireman recruits.

(e) A Government servant, who on first appointment is required to undergo a prescribed course of training at different training centres before taking up the duties of the post to which he has appointed, may draw travelling allowance as on tour for the journeys to and from the training centres. But no daily allowance is admissable for the period of halt at the training centres.

RULINGS

(1) Government servants in civil employ undergoing training in the Indian Defence Force or the Auxillary Force may be granted travelling allowance under the civil rules, if while undergoing such training they perform a substantial amount of civil work in addition to all the military duties prescribed by the Officer Commanding. It is left to the Government to decide in each case, with reference to facts, the nature and amount of travelling allowance to be granted. Expenditure on account of travelling allowance on the civil scale should be treated as a civil charge.

(2) Sub-Inspectors, Head Constables and Constables called into circle or District headquarters for refresher courses in drill shall be treated as on tour.

(3) Subordinates of the Forest Department who are deputed to undergo training at the Tamil Nadu Forestry Training School, Vaigai Dam, shall be allowed for the journeys to and from the institution travelling allowance as on transfer; transfer travelling allowance shall be allowed for their families also, subject to the condition that the claim is restricted to what would have been admissible, had the journeys been under taken from the old station to the training centre and from the training centre to the station where the subordinates are posted after training.

(4) The travelling allowance and daily allowance for the journeys performed by the trainee- Sub-Magistrates and trainee-District Munsifs should be regulated by the following instructions:-

(i) The headquarters of the District Magistrate in respect of the trainee-Sub-Magistrate and the headquarters of the District Judge in respect of the trainee-District Munsif, to whom the candidate is sent for training, should be deemed to be the headquarters of the candidate throughout the period of training.

(ii) The journeys performed by the candidate during the period of training should be treated as journeys on tour

(iii) The journey performed by the candidate to the headquarters should be treated as one on transfer. He will not be entitled to any daily allowance for the stay at the headquarters during the period of training.

5) Recruit constables deputed for training in a school draw travelling allowance (except family travelling allowance) at the rate admissible for journeys on transfer when joining or on leaving the school.

JOURNEYS FOR SPECIAL PURPOSES

107. The following Police staff shall draw travelling allowance as for a journey on tour;

1) The members of Police teams and Officers attending the State and All India Sports and cultural meets;

2) The Government members of the State Police Band, Madras, attending the sports;

3) Officers attending the Sports meets and Judges.

Concession tickets shall be obtained from the Railways for the members of all teams.

Travelling allowance may also be drawn by a Government servant who is summond for a personal interview before selection as a candidate for another appointment in Government service.

NOTES

1) The Fire Service personnel who attend the annual divisional sports at the Fire Service divisional head quarters and the State sports at Madras may draw travelling and halting allowances as for a journey on tour.

2) Government servants other than those of the Police force who participate in sports events conducted by the Sports Committees and officers who perform journeys for checking the progress made in connection with the conduct of the Sports meets, may draw travelling allowance as on tour.

3) Government servants who participate in functions connected with private institutions in their capacity as ex-officio chairmen or Presidents may draw travelling allowance as on tour.

RULINGS

1) No travelling allowance will be admissible to Government Servants for journeys undertaken to attend social functions held by the President or others and flag hoisting ceremonies.

2) If invitations are issued in the ordinary course to High Court Judges and high Officials to attend the swearing-in ceremoneis of the Governor or the Ministers in the State, mere issuance and acceptance of such invitations would not normally entitle them to draw travelling allowance.

Where, however, the Chief Justice of the High Court or in his absence the senior most Judge is called upon to administer oath of office to the Governor under Article 159 of the Constitution the Chief Justice or the Judge, as the case may be entitled to the usual travelling allowance.

3) The inspecting officers of the School Education department may draw travelling allowance for journeys undertaken by them to participate in the following functions in their jurisdiction:-

(i) Inter-district and inter-school sports;

(ii) Jubilee celebrations of recognized educational institutions.

(iii) School improvement conferences.

(iv) Functions connected with mid-day meals distribution or free distribution of clothes to school children.

(v) Conferences of teachers, educationists and or school managers and other functions in which the head of department or Ministers are scheduled to participate or attendance to which is permitted by the Government or the head of department.

108. Deleted.

109. When a Government servant performs journeys connected with the business of a University, or a Co-operative institution or any other agency as elected, nominated or ex-officio members he shall draw travelling allowance and daily allowance from the institutions.

RULINGS

(i) Registration officers travelling for registration purposes to private residences may not charge Government for travelling allowance; such expenses should be met by the parties concerned.

(ii) Marriage Officers, appointed under Special Marriage Act, 1954, travelling or solemnising a marriage at any place outside their offices may not charge the Government for travelling allowance.

TRAVELLING ALLOWANCE TO THE FAMILY OF A GOVERNMENT SERVANT WHO DIES IN SERVICE

110. If a Government servant dies while in service, members of his family shall be granted travelling allowance for the journey either from his headquarters or from the place of his death to his home or to any other place in India where they wish to reside.

If the Government servant is on leave at the time of his death, his headquarters shall be his headquarters where he was last on duty.

The travelling allowance shall be the allowance which would be admissible for a journey on transfer had the Government servant with the members of his family made the journey less the claim for himself.

NOTE

Travelling allowance will be admissible to the members of family of Government servant who dies immediately after retirement and before performing his journey to his home town for settlement from the last place of duty.

DUTIES AND POWERS

110(A) It is the duty of a Government servant on tour to give full particulars of his journeys in his travelling allowance bill and to claim travelling allowance at the correct rates.

The suppression of any material information in this regard on the part of the Government servant would be regarded as a breach of discipline and would render him liable to disciplinary action.

It is equally the responsibility of the controlling officer to ensure at the time the bills are coundersigned by him that such information is not withheld.

NOTE

Government servants drawing fixed travelling allowance shall submit journals for the tours made in a month and the number of days he has used a vehicle provided by the Government or a conveyance placed at his disposal without any charge in about the beginning of the next month to which they relate and any amount paid in excess shall be adjusted by deduction of that amount from the fixed travelling allowance due for the next month.

110(B) It is the duty of a controlling officer or of a drawing officer when a bill does not require countersignature, before countersigning or signing a travelling allowance bill:-

a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claim if he considers

i) that a journey was unnecessary or unduly protracted; or

ii) that a halt was of excessive duration;

b) to scrutinize carefully the distance as well as the rates and the calculations entered in travelling allowance bills;

c) to satisfy himself that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules the scale on which such servants effects, etc., were transported was reasonable and to disallow any claim which, in his opinion, does not fulfil that condition;

and

d) to observe any subsididary rules which the Government may make for his guidance.

DELEGATION OF POWERS

110(C): i) The Superintendent of Police is authorised to exercise the powers under Rule 21.

ii) The powers of the Government under Rules 53 and 59 may be exercised by heads of departments in respect of Government servants under their control provided that no headquarters is fixed outside the Government servants' sphere of duty and that the exercise of these powers does not involve the grant of a compensatory allowance.

TRVELLING ALLOWANCE BILL

110(D) The travelling allowance bills shall be drawn in the form given in Annexure XI.

NOTES

1. A Government servant should furnish in the case of railway journeys a certificate in the following form in each travelling bill:-

"I certify that for the railway journeys included in this bill, I travelled by ..... class, for which travelling allowance is claimed".

This certificate is required in the case of journeys on transfer also both in respect of the officer himself and his family.

2. The right of a Government servant to travelling allowance including is forfeited or deemed to have been rellinquished if the claim for it is not preferred in due time.

3. Where after drawal of travelling allowance advance, a Government servant has not submitted the adjustment bill in time and consequently his right to travelling allowance claim stands forfeited, the advance so drawn with interest shall be recovered from his pay or any other dues in one instalment.

RULINGS

1) In order to avoid the risk of payment of the gross amount, the controlling Officer, while countersigning the travelling allowance bills containing recoveries of

advances, etc., shall countersign the bills only for the net amount due as that amount is deemed to cover the total claim as preferred by the claimant and the deduction therefrom.

2) The amount of tolls paid by a Government servant while on duty shall be shown as a separate item in the travelling allowance bills.

3) The following facts shall be noted in the remarks column of travelling allowance bills :-

i) Whenever fixed travelling allowance is exchanged for travelling allowance as on tour under Rule 63, the journey was performed beyond jurisdiction.

ii) Information regarding the mode of conveyance actually used in respect of travelling allowance claims under Rule 23.

iii) The fact of availment of hospitality if daily allowance is claimed under Ruling 1 under Rule 43 (b).

4) The mileage claim under Note under Rule 23 must be accompanied by a certificate that the distance for which mileage is claimed could not be traversed by the conveyance provided by Government.

5) The pay bills in which claim for fixed travelling allowance is included shall be supported by the following statement:-

Fixed Travelling Allowance

Statement of short tours and recoveries

Sl.No.	Name ofthe Offi-cer	Desig-nation	No.of days of short tour-ing.	No.of days on which a Govt. vehicle or any other vehicle has been used with-out charge.	Amount recover-ed. Rs. p	Amount yet due Rs. p	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

6) The claim for reimbursement of insurance premium under Rule 37 shall be supported by a certificate in the travelling allowance bill to the effect that the insurance premium was actually paid to the insurance company.

7) A Government servant claiming transfer trvelling allowance under Ruling 3 under Rule 69 shall furnish the following certificate:-

"Certified that my wife/husband who is employed under the State Government and who has been transferred from ..... to ...... within six months of

my transfer has not already claimed any transfer travelling allowance in consequence of her/his transfer".

8) The claim under Note 3 under Rule 70 (iii) for transportation of personal effects by road must be supported by the receipt granted by the transport service and the following certificate.

"Certified that, the personal effects were carried by road and the sum of Rs.... claimed in the bill represents the expenses actually incurred therefor and is limited to the amount that would be admissible, had the maximum number of kilograms been taken by goods train at the rate of Rs....... (here specify goods rate) a kilogram".

SPECIAL RULES FOR HIGH OFFICIALS.

111. The special rules relating to the travelling allowance admissible to high officials will be found in Annexure VII.

SPECIAL RULES FOR PARTICULAR DEPARTMENTS OR OFFICERS

112. Rules 1- 110D are indended to cover all ordinary cases. There are, however, special cases which are not covered by them and the rules relating to these will be found in Annexure viii.

ANNEXURE I

(Vide rules 8,23,29,40 and 46A)

GRADES OF GOVERNMENT SERVANTS, RATES OF DAILY ALLOWANCE AND MILEAGE, ETC.,

Grade	Pay Range	Rail Journey	Daily allowance		Flat charge		
			In Madras	In other Places	In Madras	In Other Places	Mileage and kilometre
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			Rs.	Rs.	Rs.	Rs.	Rs. P.
Grade I	a) Employees with a basic pay of Rs.4500/- or more(including officers of all India Services Serving in the State)	A.C. I Class	88	44	10	5	1.30
	b) Employees with a basic pay of Rs.3000/- or more (including officers of the All India Services Serviving in the the State)	I Class or A.C. II Class	88	44	10	5	1.30

Grade	Pay Range	Rail Journey	Daily allowance		Flat charge		
			In Madras	In other Places	In Madras	In Other Places	Mileage and kilometre
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Grade II	Employees with a basic pay of Rs.1400/- and above but below Rs.3000/-	I Class	60	30	10	5	0.80
Grade III	Employees with a basic pay of Rs.950/- and above but below Rs.1400/-	II Class	40	20	5	3	0.65
Grade IV	Employees with a basic pay below Rs.950/-	II Class	32	16	5	3	0.65

Notes : 1. The daily allowance for stay at Delhi, Bobay, Calcutta, other State headquarters and other Places outside the State including Union torritories excluding Pondichery shall be as shown below:-

Category of Officers	Delhi, Bombay and Calcutta.			Other State headquarters			Other places outside State including Union territories but excluding Pondicherry			
	Stay in Hotel		Stay in Government Guest Houses/Public Sector Guest House/Joint Sector Guest House/Separate Private arrangements (Other than Tamil Nadu House, New Delhi).	Stay in Hotel		Stay in Government Guest House/Public Sector Guest House/ Joint Sector Guest House/ Separate Private arrangements	Stay in Hotel		Stay in Government Guest House/ Public Sector Guest House/ Joint Sector Guest Guest House/Separate Private arrangements.	For Stay at Tamil Nadu House, New Delhi
	Lodging	Boarding	Boarding and lodging	Lodging	Boarding	Boarding and Lodging	Lodging	Boarding	Boarding and Lodging	
(1)	(2) Rs.	(3) Rs.	(4) Rs.	(5) Rs.	(6) Rs.	(7) Rs.	(8) Rs.	(9) Rs.	(10) Rs.	(11) Rs.
(1) Grade I (a) Employees on a pay of Rs.4,500 and above	600	75	150	300	75	120	100	50	75	100
(2) Grade I (b) Employees on a of Rs. 3,000 and above but below Rs. 4,500	400	60	100	200	60	100	60	40	60	75
(3) Grade II Employees on a pay of Rs. 1,400 and above but below Rs. 3,000.	300	40	80	150	40	80	50	30	40	60
(4) Grades III and IV Employees on a pay below Rs.1,400	150	30	60	100	30	60	30	20	30	40

Note:

1. Where daily allowance for lodging and boarding has been separately fixed, the claim for lodging should be for the actual amount, subject to the maximum fixed and supported by the receipt for payment of the hotel bill.

2. Certificate of having paid the hotel bill, in lieu of the actual receipt of the hotel, should not be accepted, there is no need to produce any receipt for the boarding and other charges and the amount fixed may be allowed in full.

3. The rates fixed for " Other State Headquarters" will also apply to Cochin, Ernakulam, Kanpur, Vizakapatinam, Poona, Baroda and other towns specifically notified.

2) Motor vechiles Inspectors Grade -I drawing a pay less than Rs.2200/- shall be eligible for mileage allowance asper Rule 23(a) when they use a motor car an tour.

3) The mileage rates prescribed in this annexure will apply to the journeys referred to in Rules 65, 67, 72, 86,88, 90, 91, 95, 96, 107 and 110.

4) Personal clerks accompanying Ministers, Personal Assistants accompanying the Speaker of the Legislative Assembly and Assistants/Junior Assistants accompanying officers whose jurisdiction extends throughout the State on tour shall be entitled to travel by first class by rail on a night journey.

Explanation : A journey is reckoned a night journey when a Government servant travels by train for atleast three hours between 9.00 p.m. and 6.00 a.m.

The above concession will also apply to the Raj Bhavan staff accompanying the Governor on tour eventhough they do not actually travel by the same train by which the Governor, the Secretary to the Governor or the Comptroller of the Household travels, provided the Private Secretary to the Governor or the Comptroller of the Household certify that the travelling of the Raj Bhavan staff involved special circumstances justifying the grant of the concession.

5) The Parmandadi and departmental drivers of the Fisheries department shall be paid daily allowance at 25 percent of the normal rate applicable to them for their journeys and halts outside Tuticorin.

RULINGS

1) The pilgirims tax whether included in the railway fare or collected separately may be taken into account for the purposes of calculating travelling allowance based on the railway fare.

2) Honorary Surgeons, Honorary Physicians and Honorary Assistant Medical Officers shall be treated as Grade-II Officers.

3) House Surgeons while on tour shall be treated as officers of Grade-IV and their admissible travel expenses shall be paid by the Government.

4) The amount of toll paid by the Government servants while on duty shall be reimbursed.

ANNEXURE II

(vide Rule 12)

LIST OF GOVERNMENT SERVANTS WHO ARE NOT ENTITLED TO TRAVELLING ALLOWANCE FOR ORDINARY JOURNEYS WITH IN THEIR SPHERE OF DUTY.

1) Grama Kavalar, Pasana Kavalar, Grama Paniyalar, Nirkanti, Grama Uthavialar.
2) Irrigation conservancy subordinates.
3) Crews of boats and launches in respect of journeys on the boat on which they are employed.

ANNEXURE III

(Vide Rule 17)

RATES OF FIXED MONTHLY TRAVELING ALLOWANCE

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
1.	Revenue Administration:		
(i)	Tahsildar :-		
	(a) at Yercaud	1	235
	(b) Uthagamandalam, Kodaikanal	5	260
	(c) Madurai and Salem	11	185

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)

1) The minimum touring to be performed by a Government servant who is eligible to draw fixed travelling allowance shall be 20 days in a month and the specified area within which such touring has to be done shall be his area of jurisdiction.

2) The calculation of "minimum touring" shall be based on calendar days, a portion of calendar day being reckoned as one day.

ANNEXURE IV

(Vide Rule 44)

LIST OF GOVERNMENT SERVANTS AND ESTABLISHMENTS EXEMPTED FROM THE OPERATION OF RULE 44 (THIRTY DAYS HALT)

Department	Designation of Government servant or establishment	Occusions	Rates admissible for halts
(1)	(2)	(3)	(4)
Agricultural	Staff incharge of pumping and	Halts during tour.	Full Daily allowance.

	srative Officer	12,498	40
(v)	Village Menial	30,650	10 15 20 25 30 40 50
2.	Agriculture :-		
(i)	Assistant Director of Agriculture	124	260 260
(ii)	Assistant Seed Officer	390	300 90
(iii)	Assistant Agricultural Officer	4,108	70

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
(iv)	Field Demonstration Officer	856	60
3	Agricultural Engineering :		
(i)	Assistant Executive Engineer (Agricultural Engineering)	164	180
(ii)	Assistant Engineer	420	120
(iii)	Junior Engineer	466	120
(iv)	Assistant Soil Conservation Officer	898	100
(v)	Soil Conservation Field Assistant	284	75
4.	Agricultural Marketing :-		
(i)	Secretary to Market Committee	14	250
(ii)	Inspector of Licenced Premises	20	125 120
(iii)	Propaganda Superintendent	2	125 150
(iv)	Superintendent	111	125 90
(v)	Supervisor	218	90
5.	Animal Husbandry :-		
(i)	Livestock Inspector, Grades I & II	2,022	75
(ii)	Forest Guard	2	65

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
6.	Commercial Taxes :-		
	(i) Commercial Tax Officer		
	(a) Zone VII/ Coonoor	2	250
	(b) Palani/Tiruppur/ Hosur/Vellore	6	180
	(c) Zone VIII/ Srirangam/ Coimbatore	9	165
	(d) Coimbatore/ Chitnode	2	140
	(e) Udmalpet	1	150
	(f) Salem Rural	1	190
	(g) Coimbatore	1	120
(ii)	Deputy Commercial Tax Officer-		
	(a) Kodaikanal/ Gobi	2	260
	(b) Coonoor	1	210
	(c) Chingleput/ Melur/ Dindigul, etc.	116	180
	(d) Kumbakonam	1	170
	(e) Karur	1	160
	(f) Kumbakonam, Coimbatore, etc.	13	150
	(g) Erode Rural/ Coimbatore/ Krishnagiri, etc.	16	140
	(h) Tirunelveli/ Coimbatore, etc.	6	120
	(i) Madurai West/ Tirunelveli.	2	100

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
ii)	Madurai West	1	90
iii)	Assistant Commercial Tax Officer-		
(a)	Gobi,Coimbatore	2	210
(b)	Sivaganga Sathy	2	180 165
(c)	Coimbatore Bhavani	2	150
(d)	Melur, Dindigul (Rural), Palani etc.	98	130 140
(e)	Madurai/(South) Karur, etc.	8	120 130
(f)	Zone VII/ Chengapattu/ Kumbakonam, etc.	33	120
(g)	Coimbatore/ Kumbakonam/ Madurai (Rural North)etc.,	6	100
(h)	Madurai West/ Tirunelveli	3	90
(i)	Madurai West	1	65
7.	Co-operation :-		
(i)	Deputy Registrar	52	260
(ii)	Co-operative Sub-Registrar	30	100
(iii)	Junior Inspector	44	100
(iv)	Office Assistant	43	50
8.	Co-operative Audit -		
	Junior Inspector/ Audit (concurrent)	458	90
9.	Co-operative Societies (Housing)-		
(i)	Co-operative Sub-Registrar	8	65

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
	(ii) Senior Inspector of Co-operative Societies.	4	50
10.	Employment and Training-		
	Junior Employment Officer (Employment Market) (Information Scheme)	14	100 120
11.	Ex-Servicemen Welfare-		
	Revenue Inspector	2	60
12.	Forests-		
	(i) Forest Ranger	437	250 280
	(ii) Forester	1,809	100
	(iii) Forest Guard	1,496	65
	(iv) Reserve Watcher	1,052	50
13.	Highways and Rural Works-		
	Assistant Engineer/ Junior Engineer	193	120
14.	Judicial-		
	(i) Senior Bailiff (Old Amin) in Moffusil area	619	75
	(ii) Junior Bailiff in Moffusil areas (Old Process Server)	1,899	70
	(iii) Senior Bailiff (City)	12	50
	(iv) Junior Bailiff (City)	25	50

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
15.	Labour-		
	(i) Assistant Inspector of Labour.	172	00 70 60 35 20
	(ii) Health Inspector	1	00
	(iii) Health Visitor	1	75
	(iv) Pharmacist	1	60
16.	Medical Education-		
	(i) Leprosy Inspector	8	70
	(ii) Health Visitor	22	50
	(iii) Medical Social Worker	2	70
	(iv) Social worker	1	50
	(v) Assessor (Assistant)	16	90
	(vi) Auxiliary Nurse Midwives	10	90
17.	Public Health and Preventive Medicine-		
	(i) Vaccinator	649	50
	(ii) Health Visitor	1,698	90
	(iii) Maternity Assistant	2,902	50
	(iv) Health Inspector (Filaria)	98	100
	(v) Laboratory Assistant (Filaria)	42	65
	(vi) Field Assistant (GWEP)	60	60
	(vii) Health Inspector (General E & I BHI)	697	100

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
	(viii) Health Assistant	629	80
	(ix) Basic Health Inspector	617	70
	Primary Health Centre-		
	(i) Medical Officer	115	125
	(ii) Auxiliary Nurse Midwife	20	50
	(iii) Male Nursing Assistant	22	50
	(iv) Pharmacist	40	60
18.	Drugs Control Administration-		
	(i) Assistant State Drugs Controller	3	180
	(ii) Drugs Inspector	64	180
	(iii) Office Assistant	15	50
19.	Public Libraries Department (Local Library Authority)-		
	(i) Librarian (District Central Library)	1	50
	(ii) Inspector of Libraries	1	50
	(iii) Stock Verification Officer	1	50
	(iv) Building Supervisor	1	50
	(v) Building Maistry	1	40
20.	Public Works Department-		
	(i) Assistant Engineer/ Junior Engineer	91	120
	(ii) Overseer	45	100 90

Sl.No	Department and Designation of of Government servants	No.of posts	Rate per month Rs.
(1)	(2)	(3)	(4)
21.	Rural Development-		
	(i) Block Development Officer	791	140
	(ii) Deputy Block Development Officer	384	120
	(iii) Extension Officer (Animal Husbandry)	384	105
	(iv) Extension Officer (Social Welfare/ Panchayat/Education/ Adi-Dravidar Welfare/ Social Forestry/ Co-operation	2,389	100
	(v) Union Engineer	384	120
	(vi) Union Overseer	768	90
	(vii) Rural Welfare Officer, Grade I	2,011	55
	(viii) Rural Welfare Officer, Grade II.	1,976	50
	(ix) Rural Welfare Officer (Women)	769	55
	(x) Social Welfare Worker	173	50
22.	Seed Certification-		
	Agricultural Officer	103	130
23.	Stationery and Printing-		
	Health Inspector	1	90
24.	Statistics Department-		
	(i) Junior Assistant (Pilot Surgery)	49	100
	(ii) Field Statistical Investigator	9	210

Sl.No (1)	Department and Designation of of Government servants (2)	No.of posts (3)	Rate per month Rs. (4)
	(iii) Assistant (pilot Survey)	3	190
	(iv) Field Statistical Investigator (Palmyrah Survey)	1	210
25.	Survey and Land Records-		
	(i) Inspector of Survey and Land Record (UDR scheme)	108	350
	(ii) Inspector of Survey and Land Records (other than UDR scheme)	27	180
	(iii) Deputy Inspector of Survey (UDR scheme)	216	200
	(iv) Deputy Inspector of Survey (other than UDR scheme)	96	120
	(v) Sub-Inspector of Survey (UDR scheme)	648	125
	(vi) Sub-Inspector of Survey (other than UDR scheme)	940	100
	(vii) Field Assistant (UDR scheme)	1,285	100
	(viii) Field Assistant-		
	(a) Working under Inspector/ Deputy Inspector of Survey	911	55
	(b) Working under Sub-Inspector of Survey	..	50
	(ix) Field Surveyor (Maintenance)	400	100

NOTES

1) The minimum touring to be performed by a Government servant who is eligible to draw fixed travelling allowance shall be 20 days in a month and the specified area within which such touring has to be done shall be his area of jurisdiction.

2) The calculation of "minimum touring" shall be based on calendar days, a portion of calendar day being reckoned as one day.

ANNEXURE IV

(Vide Rule 44)

LIST OF GOVERNMENT SERVANTS AND ESTABLISHMENTS EXEMPTED FROM THE OPERATION OF RULE 44 (THIRTY DAYS HALT)

Depart-ment (1)	Designation of Government servant or establishment (2)	Occusions (3)	Rates admissible for halts (4)
Agricul-tural Enginee-ring.	Staff incharge of pumping and boaring opera-tions.	Halts during tour.	Full Daily allowance.
Geology and Mining.	Field Officers	- do -	- do -
Judicial	Court fee Examiners and Assistant Court fee Examiners.	- do -	- do -
N.C.C.	Civilian Staff	- do -	- do -
Revenue	Assistant Collectors and Probationary Deputy Collectors.	- do -	- do -

ANNEXURE V

(Vide Rule 47)

LIST OF SPECIAL TRACTS IN WHICH DAILY ALLOWANCE AND MILEAGE ARE INCREASED

CLASS I

(1) The Javadi hills.

(2) The Nekkanamalai and Valadigamanibenda hills in North Arcot District.

(3) The Anamalai hills and the Palni hills including the Bodinayakkanur-Kottagudi ghaut road from the bridge near the old trvellers' bungalow at Bodinayakkanur to the Bottom station.

(4) The whole of the North Barghur, South Barghur, Nagalur and Ennamangalam reserved forests and their enclosures in Bhavani taluk, the whole of Talavadi firka and the village of Guttiyalattur, Gundri and Kuttampalayam of Satyamangalam firka (or in otherwords, the whole of the Talamai and Guttiyalattur reserved forests and their enclosures) in Gobichettipalayam taluk.

(5) The Nilgiris district.

(6) Periyar, i.e. West of Kuruvanath.

(7) Narayanathevanpatti village II Bit, Sirumalai hill village, Dindigul taluk, Madurai district.

(8) Kolimalais, Pachamalais, Kalrayans and Chitteries above the 2,000 feet contour in Salem and Tiruchirapalli districts and the villages of Melur, Kilur and Kedamalai in Rasipuram taluk of Salem district.

(9) Kallar, Hulikal Drug, Jaccaneri slopes, Nilgiris eastern slopes Pillur and Melur slopes in Coimbatore district.

(10) The routes from Satyamangalam to Kollegal (via) Chamrajnagar (66 km in Mysore territory) and from Satyamangalam to Talavadi (16 km in Mysore territory).

(11) Sundapalli, and Gopinari reserves in the Bhavani valley of Coimbatore district and the Palamalai hills in Omalur taluk in Salem district.

(12) The following cities;-

i) Madras

ii) Delhi

(13) Parambikulam hills as far as Chalakudi and Nelliampathy hills in Kerala.

(14) The whole of Singampatti forest area in Tirunelveli District.

(15) The Elagiri hills in North Arcot district.

(16) The slopes of the ghaut forests in Tirunelveli and Ramanathapuram districts described below :-

Number in map	Name of the reserve
	TIRUNELVELL, DISTRICT
3	Kadayanallur and Krishnapuram. upper slopes.
50	Kuttalam, Kadayanallur and Krishnapuram upper slopes Extension I.
62	Vasudeva Estates.
67	Pachanthangi Estate.
32	Survey No.1357, Ilangi village
30	Kadayanallur lower slopes II
71	Kadayanallur lower slopes II addition (nine small bits).
19	Chinnakkada Hill, Block No. 34.
68	Chinnakkada Hill addition.
29	Qadagarai Kilapadagai.
44	Nelliyuthu, 73.31 acres.

Number in map	Name of the reserve
	TIRUNELVELL, DISTRICT
..	Shermalai 27.92 acres.
..	Alakanandal, 61.92 acres.
40	Hope Estate.
49	Krishnapuram extension.
80	Krishnapuram addition.
87	Addition to Kuttalam (i.e. relinquished portion of Mylodi Thirukuchery Parvatham).
4	Puliangudi, Chintamani, Vasudevanallur slopes.
27	Puliangudi, Chintamani lower slopes.
74	Addition to Reserve No.27.
75	- Do -
77	- Do -

Number in map	Name of the reserve
	TIRUNELVELL, DISTRICT
78	- Do -
47	Chintamani A and B.
65	Naranapuram.
22.	Papanasam Alwarkurichi lower slopes.
84	Addition to lower slopes in Vikramasingapuram.
69	Hill enclosures 2-A and 2-B.
72	Kaloli enclosure lower slopes.
2	Papanasam Alwarkurichi upper slopes.
1	Thirukkkurangudi Kalakkad upper slopes
89	Karmandiamman Shoia.
42	Vannamutti.
88	Mahendragiri.
43	- Do -

Number in map	Name of the reserve TIRUNELVELL, DISTRICT
54	Nedunganni Bit.1.
58	- Do - Bit.2.
86	- Do - Last Bit, Servey No.72
56	Kulisekadai.
57	Jedikaithottam.
59	Ladanthottam.
60	Taraganar Estate.
63	Mayamparamelu Estate.
20	Tirukkurangudi Kalakad lower slopes.
6	Kalakad teak tracts II and III
73	Tirukkurangudi kalakad addition II-A.
55	Valliyur Rerserve Block 72.

Number in map	Name of the reserve
	TIRUNELVELL, DISTRICT
61	- Do - Extension.
21	Terkuviravanallur.
	Ramanathapuram district.
5	Srivilliputtur, Venganallur and Vellangulam upper slopes.
10	Unnipattimalai Block 21.
17	Khansapuram.
32	Srivilliputtur ghaut lower slopes.
94	Srivillliputhur ghaut lower slopes - Addition 1, 2, 3 and 4 in Sundarapandian.
85	- Do - Addition 5, 6, 7 to V-A Forest.
97	- Do - Extension Venkateswarapuram.

Number in map	Name of the reserve
	TIRUNELVELL, DISTRICT
118	- Do - Addition in Khansapuram.
117	- Do - Addition 1,2,3,4,5,6,7,8,9, and 10 in Valaikulam village.
119	- Do - Addition 1,2,3 and 4 in Lakashmipuram.
114	- Do - Addition in Pudupatti village.
89	- Do - Addition in Valaikulam and Kollankondan village.
80	Survey No.1869/70, 71 of Valaikulam village.
82	Survey No. 1725 of Valaikulam village.

CLASS II

(1) The slopes of ghat forests in Tirunelveli district described below :-

Number in map	Name of the reserve
3	Kuttalam upper slopes.
2	Kuttalam, Kadayanallur and Krishnapuram upper slopes, Extension II.
48	Kuttalam, Kadayanallur and Krishnapuram upper slopes, Extension III.
6	Kalakad teak tract I.
76	Addition to Reserve No. 27.

(2) Courtallam in Tirunelveli district.

(3) The reserve forests in Kanyakumari district given below:-

Name of the hilly region (1)	Name of the forest areas (2)
Aga[illegible]ar and Mahendragiri Hills	Kamala Forest
	Veerapuli Forest area including Old Kulasekaram.
	Reserve Forest in Pachipara Blocks I & II.
	Velimala Veerapuli Mahendragiri
	Poigamala
	Thadagamala
	Thokkamala, East & West.
	Asambugiri.
	Mhekkamala, East & West.

(4) Shevaroys in Salem District.
(5) Hosur and Enkanikottah taluks.

NOTE

Officers entitled to fixed travelling allowance at rats fixed for ordinary tracts, who travel by road in special tracts, will be entitled to draw mileage at ordinary rates for the distance travelled in addition to their fixed travelling allowance. The mileage thus admissible plus the fixed travelling allowance for the ordinary tracts should not exceed in a month the fixed travelling allowance for the ordinary tracts by 1 1/2 times in case where journeys are performed in Class I tracts or 1 1/2 times where journeys are performed in Class II tracts.

RULINGS

The rate of daily allowance of a Government servant who spends part of a period of absence of 24 hours from headquarters in one of the special localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts after the journey.

NOTE

A Government servant whose headquarters is situated in a special tract is not entitled to enchanced rate of daily allowance for a journey from and to his headquarters within a perild of 24 hours irrerspective of the fact whether the journey is performed entirely in a special tract or partly in the special tract and partly in the ordinary tract.

ANNEXURE VI

(Vide Rule 70)

LIST OF OFFICERS WHO, ON TRANSFER, ARE ENTITLED TO TRANSPORT THEIR CONVEYANCES AT THE EXPENSE OF THE GOVERNMENT

Pay range of Government servants	Kind of conveyance
1. Officers drawing a pay of Rs.2,200 and above.	One Motor Car
2. Officers drawing a pay of Rs. 1,200/- and above.	One Motor Cycle/ Scooter/Moped. (with or without a side car).
3. All other Government servants.	One Bi-cycle.

NOTE

(1) A Government servant transferred from one post to another included in the list is eligible to claim the cost of transporting the conveyance appropriate to the lower post.

(2) A Government servant may carry a conveyance the cost of transport of which is less than that of the conveyance to which he is entitled but he will not be permitted to charge at the same time for the carriage of two or more conveyances of a similar nature, e.g. a motor car and a motor cycle/scooter, two motor cycles/scooters, a motor cycle/scooter and a bi-cycle.

(3) A Government servant mentioned in item 2 of this list may, if he incurs the cost of transporting a motor car in lieu of a motor cycle/scooter with or without a side car, recover an amount equal to the cost of transporting a motor cycle/scooter with a side car.

(4) Officers mentioned in Note (2) to Annexure I can claim the cost of transporting a car on their transfer.

ANNEXURE VII

(Vide Rule iii)

SPECIAL RULES FOR HIGH OFFICIALS.

Section A - Governor.

1. The Governor may, when travelling by railway, engage a saloon from the railway stock.

NOTE

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1. The members of the Governor's Household, i.e. member of his family and his servants but excluding members of his personal staff, may travel free of charge if accompaying the Governor in the saloon requisitioned for the Governer's use. The wife of the Governor may also travel with or without her children and by ordinary train unaccompanied by her husband but within his State in the saloon requisitioned for the Governor's use the ordinary haulage rate chargeable for the saloon being debitable to Government.

In the case of the personal staff, if the total number of persons (including the members of the Governor's family, but excluding the servants travelling in the saloon) is in excess of the authorised number of passengers, the fare for such personal staff in excess at the authorised number of passengers shall be retained by the railway.

2. The Government do not consider it necessary to specify in these rules the purposes for which the saloons/carriages are to be requisitioned and the persons for whom accommodation is to be provided therein

3. The following rules regulate the expenditure on the railway journeys of Governors of States and their wives in circumstances not provided for under the existing rules;-

i) In the case of a Governor travelling otherwise than on duty and in respect of journeys made outside his own State otherwise than (a) on joining appointment or retiring from the service or (b) when proceeding on or returning from leave, a saloon from the railway stock should be placed at his disposal and he should be required in return to pay four first-class fares for the journeys, that is, the cost of reserving a first-class compartment. Such payment should be regarded as covering the fares of all persons trvelling in the saloon and public revenues should bear only the difference between the cost of haulage of the saloon and the fares which the Governor would be required to pay. For the purposes of this decision, the cost of haulage means the cost of haulage by an ordinary train and not by a special train engaged for the purpose.

ii) When the wife of a Governor travels in a saloon unaccompanied by the Governor-

a) when it is within the State, the journey should be treated in the same way as if performed by the Governor, that is, the whole cost should be defrayed from public revenues;

b) when it is outside the State the entire cost of a journey must be borne by the Governor himself.

(G.O.No. 599, Finance,dated 12th
July 1926).

iii) When the Governor does not choose to use a saloon, but travels in a first-class or air-conditioned coupe on a private vist, he will be charged only one fare of the class in which he travels. He will also be entitled to take one more person with him in the air-conditioned or first-class coupe, as the case may be, without payment of any fare. This concession will not apply to journeys undertaken by air on private visits.

Any official accompanying the Governor on his private visit will be regarded as travelling on duty and will be eligible to draw travelling allowance under the ordinary rules.

iv) The Governor will be entitled to take one person with him at public expense when he travels by air on duty. This person may be any relative, even

if he is not a member of the family within the meaning of the term as defined in article 25 of Civil Service Regulations.

(G.O.No. 596, Finance, dated 3rd May 1961)

NOTE (1) - It has been decided with the concurrence of the Government of India that the words "entire cost" used in sub-paragraph (ii) (b) above should be interpreted to mean the cost of the whole journey including such part of it as is performed within the limits of the Governor's State and not merely the cost of such portion of the journey as falls outside the State.

NOTE (2) - Under sub-paragraph (ii) (b) above the cost of the journey of any member of the Governor's personal staff who accompanies the wife of the Governor when she travels outside her husband's State and is unaccompanied by him, should not be debited to public revenues but should be borne by the Governor himself.

4) A special train may be provided for a Governor designate proceeding to join his appointment or for a retiring Governor vacating office subject to the following conditions ;-

i) A Governor-designate who is to be accorded a public arrival at the headquarters of his State may, when proceeding to join ofice, use a special train from any station within the State.

Similarly a retiring Governor proceeding from his State after having vacated office, who is accorded a public departure, may use a special train up to any station within the State.

ii) A Governor-designate proceeding to join office without public arrival may use a special train from any station within the State, provided that the Chief Secretary to the Govenment concened cerfified that, by reason of the inconvenient timings of ordinary trains, or in order to ensure adequate protective arrangements, it is in the public interest that a special train should be used.

Subject to the same proviso, a retiring Governor proceeding from his State without a public departure may use a special train up to any station within the State.

iii) In the occasions on which a special train is used within the limits of the State as provided by rules (i) and (ii) above, that part of the journey performed without the State should ordinarily be by ordinary train with one saloon. A special train may, however, be used for the journey without the State, provided that the Chief Secretary to the Government

certifies that, by reason of the inconvenient timings of ordinary trains or in order to ensure adequate protective arrangements, it is in the public interest that the whole journey should be performed by special train.

iv) The entire cost of haulage of the special train will be met by Government and no fare will be recovered from the high official concerned or from any member of his family travelling with him in the special train.

v) The certificate of the Chief Secretary referred to in the rules shall be accepted in audit without question.

5) Rule 8 of Part I of Appendix 3 of the Civil Service Regulations will continue to apply to the journeys of Governor proceeding on or returning from leave.

6) The expression 'his and his family's effects" in paragraph 4(i) of the States Reorganisation (Governor's Allowances and Privileges) Order, 1957, should be held to include a motor car possessed by the officer or his family at the time of his appointment as acting Governor.

Section B - Ministers

Part I Travelling allowance on tours

1. These rules may be called the Tamil Nadu Ministers' Travelling Allowance Rules, 1951.

2. (1) (a) The Chief Minister may, when he travels by rail, reserve a saloon or tourist car;

(b) The security staff and the personal staff accompanying the Chief Minister may travel with the Chief Minister in the saloon or the tourist car;

(c) The security staff and the personal staff though entitled to travel by first class, shall not purchase separate tickets, if they travel with the Chief Minister in the saloon or the tourist car since the expenditure relating to the travel in the saloon or tourist car is being met by the Government;

and

(d) The claims in the travelling bills of the secruity staff and the personal staff be restricted only to the daily allowance admissible for the journey if they travel with the Chief Minister in the saloon or the tourist car.

(2) A Minister may, when he travels by rail, reserve a two-berthed or four-berthed first class compartment or an air-conditioned coupe or a four-berthed air-conditioned compartment for himself, if he deems it necessary to do so.

3. A Minister, not travelling in a reserved compartment, may draw a single fare of the class by which he actually travels (including air-conditioned class) and, in addition, fractional fare calculated at forty-five paise for every ten kilometres or part thereof if the part exceeds five kilometres; but he shall himself pay for his private servants and personal luggage.

4. (1) When a Minister travels in a reserved compartment, the charges for the compartment shall be borne by the Government department concerned subject to adjustment with the railway administration as hereinafter provided, and the Minister may draw fractional fare calculated as forty-five paise for every ten kilometres or part thereof if the part exceeds five kilometres.

(2) When a Minister trvels in a reserved railway compartment on tour, not more than one prson, being a relative of the Minister, may subject to the authorised capacity of the compartment, travel with him in such compartment, without payment of any fare.

(3) Other persons travelling with the Minister in the reserved compartment shall pay the usual railway fares by purchasing the necessary tickets, and the Minister shall specify in his trvelling allowance bill the number of persons who travelled with him and also certify therein that the necessary tickets were purchased by them.

(4) The fares paid by the persons travelling with the Minister shall be adjusted as follows;-

(a) When the number of persons occupying the compartment (including the Minister) exceeds the minimum number of fares for which the compartment can be reserved for a member of the public, the fares for the number of occupants in excess of such minimum shall be retained by the railway administration.

(b) Fares which are not so retained shall be credited to the Government department concerned, by deduction from the bill submitted to it by the Railway administration.

(5) Before beginning his journey in the reserved compartment, the Minister shall have the number and the other details of the tickets purchased for the persons travelling with him in the compartment, entered by the station master of the

station from which his journey is commenced on the form of requisition for reservation and issue of the special ticket.

(6) If any person travels with the Minister in the reserved compartment after the issue of the special ticket to the Minister, the number and the other details of the ticket purchased for such person shall be invariably noted by the Minister or an officer authorised by him in this behalf, on the special ticket issued by the railway with the following certificate:-

"Certified that the fares have been duly paid for .... first class passengers travelling in the same compartment holding tickets No....... from........ to ....

NOTE;- The procedure in sub-rules (3) to (6) is laid down for the purpose of enabling the necessary adjustments to be made between the Government department concerned and the railway.

5.(1) A Minister may draw mileage, for journeys by road, at forty-eight paise per kilometre if he engages a taxi for the journey and at thirty-two paise per kilometre, if he travels in any other conveyance, provided the cost of its use or propulsion is met by him.

(2) A Minister may also undertake journey by a taxi engaged by the District Collectors for which the expenditure will be met from Government funds by the District Collectors according to the powers delegated to them. For such journeys, a Minister is not eligible for mileage.

NOTE:- It is not the intention that any specific certificate as to the Ministers meeting the cost of its use or propulsion should be called for.

6. A Minister may draw mileage at forty-eight paise per kilometre for journeys by canal.

7. (1) A Minister, when trvelling by steamer, may recover his actual travelling expenses, appending to his bill a certificate as follows :-

"I certify that I have actually paid the amount of this bill and that it does not include any charge for the transport of any stores or goods other than my personal luggage".

Explanation - For the purposes of this rule, stores carried for consumption on tour shall be treated as personal luggage.

(2) A Minister may also draw, in addition, a daily allowance at the rate of fifty rupees per day for days spent on the journey, including days of halt.

8. In cases not governed by Rule 7, a Minister may draw daily allowance for days of halts at the rate of fifty rupees per day when touring within the State and the rate of eighty five rupees per day when touring outside the State.

8.A. Where a Minister, while on tour, is provided with free boarding and lodging at the expense of the Government of India or the Government of any State, he shall be entitled, for the days on which he is provided with such free boarding and lodging, to draw only one-fourth of the daily allowance admissible to him under these rules and if only free board or free lodging is provided, he shall be entitled for the days on which he is provided with such free boarding or free lodging to draw daily allowance at one-half of the rates admissible to him under these rules.

NOTE

Note -Daily allowance may be drawn for each complete period of 24 hours of halt or halts and journeys by road and/or rail, for which no mileage or fractional fare is claimed.

9. A Minister may draw the actual cost of transporting, at owner's risk, a motor car by railway; such cost shall include a single second class fare for a chauffeur or cleaner;

Provided that if the motor.car is transported in any other manner, the Minister may draw the cost which could have been incurred, if it had been transported by train, steamer or other craft as the case may be.

NOTE:- If the motor car so transported belongs to the Government any loss damage sustained in respect thereof which is not recoverable from the railway shall be borne by the Government.

10. (1) A Minister may draw, for a journey by air, the fare paid by him or such journey and in addition daily allowance at the rate of fifty rupees per day when touring within the State and at the rate of eighty-five rupees per day when touring outside the State. If, however on the same day, before or after the journey by air, he makes a journey by any other means of locomotion, he may at his option draw, in lieu of daily allowance, the mileage allowance, if any admissible for the journey so made.

(2) A Minister who makes a journey outside India may draw, as travelling allowance for the jou ey, the fare paid by him for such journey by air, steamer or rilway and may draw in addition, the actual expenses incurred by him, connected with the journey including the period of halt.

(3) Minister shall be reimbursed the annual premium as may be fixed at the Insurance Companies, from time to time, and paid by them for taking a comprehensive insurance policy upto rupees one lakh with any Insurance Company of their choice against personal accidents during their travel by air, rail and road ;and also when they visit places of riots, strikes and civil, commotion on production of receipts. The claim for the reimbursement of the annual premium for the comprehensive insurance policy will be made year after year, after the expiry of the validity of the policy for each year.

NOTES

(1) For the purposes of this rule "journeys by air" mean journeys performed in the machines of public air transport companies regularly plying for hire, including free transit by air, in a Government machine or in a machine chartered by Government. It does not include journeys performed by private aeroplanes or air taxis.

(2) If available, return tickets at reduced rates should always be purchased if the Minister expects to perform the return journeys by air within the period during which a return ticket is available.

(3) The restriction in sub-rule 10 (1) to the drawal of both daily allowance and mileage will apply only in the case of continuous journeys. In other cases where a journey is performed separately on the same day, the travelling allowance as admissible for that part may also be drawn.

(4) A Minister may travel by air from Madras to Trivandrum and from Trivandrum to Nagercoil by road and return to Madras by the same routes, whenever he visits Kanyakumari district on duty.

10.A. A Minister may draw an advance towards the travelling expenses during a journey on tour. The amount so drawn shall not in any circumstances, exceed the amount of travelling allowance to which the Minister is entitled for the journey which has not already commenced and shall not also exceed the sum likely to be required to meet his travelling expenses for the month or for the probable duration of the tour, whichever is shorter. The advance shall be charged to the final head of expenditure concerned. When the Minister returns to Headquarters on completing the tour, the advance drawn should be adjusted at once in full, in the detailed travelling allowance bill for the month. When the Minister has

drawn an advance the second advance shall not be drawn unless the balance on the advance rawn, if any, is remitted into the bank and the adjustment travelling allowance bill has been presented at the Pay and Accounts Office.

Explanation - (1) "Headquarters" means the City of Madras.

(2) "Bank" means any office or branch of the Banking Department of the Reserve Bank of India.

10B. Where a Minister proceeding on tour reserves accommodation for the air journey and subsequently cancels it in the exigencies of public service, an expenditure involved for the cancellation of the accommodation shall be met from the State funds. The cancellation or postponement of such air journeys shall, however, be intimated to Air Lines Corporation as soon as possible so that the cancellation fee charged by the Corporation may be minimised.

11. The State Goverment may, by order, relax the provisions of these rules in any particular case to such extent, or subject to such conditions or modifications, as may be specified in such orders and also fix the rates of travelling and daily allowances applicable to the case.

PART II - TRAVELLING ALLOWANCE FOR ASSUMPTION AND RELINQUISHMENT OF OFFICE.

1. Travelling allowances shall be admissible to a Minister at the rates and upon the conditions specified in the following rules in respect of ;-

(a) his journey for assuming office, to the city of Madras from his usual place of residence in the State, if such place is outside the city, and

(b) his journey on relinquishing office, from the city to his usual place of residence in the State before he assumed office, if such place is outside the city.

2. (i) A Minister may travel by air - conditioned coach for journeys by rail and draw, in addition to the fare actually paid, incidental charges calculated at the rate of 75 paise for every 10 kilometres or part thereof if the part exceeds 5 kilometres; for journeys by steamer he will draw one and three-fourths first class fares.

(ii) If the Minister travels by a lower class, he may drawn one fare of the class by which he actually travels plus an amount calculated at the rate of 75 paise for every 10 kilometres or part thereof if the part exceeds 5 kilometres for journeys by rail and three-fourths first class fare for journeys by steamer.

3. (1) A Minister may also draw the fare for each member of his family who accompanies him, provided it is actually paid.

Explanation - A member of the Minister's family who follows him within three months or precedes him by not more than one month shall be deemed to accompany him.

2. "Family" in sub-rule (1) includes the wife and the sons and daughters (including an adopted child and step-sons and step-daughters) of the Minister, residing with an wholly dependent on him but does not include a married daugher after she has been placed under her husband's protection

Explanation - An adopted child shall be deemed to be a child for the purposes of this rule, when the Accountant-General, Madras, or if any doubt arises in his mind, the Advocate-General, Madras is satisfied that, under the personal law governing the Minister, adoption is legally recognised as conferring the status of a natural child and in that case only.

4. (1) A Minister may also draw the actual cost of transporting at owner's risk, by goods train, steamer or other craft, personal effects upto a maximum of 4,500 kilograms:

Provided that 200 kilograms may be carried by passenger train.

(2) If the whole of the personal effects are carried by passenger train or if more than 200 kilograms thereof are carried by passenger train and the rest by goods train, the Minister may draw the actual cost of their carriage upto the amount which would have been admissible if he had taken 200 kilograms by passenger train and 4,300 kilograms by goods train.

5. The Minister may also draw

(1) the actual charges, at the one end, for packing, transporting to the station from which the train, steamer or other craft leaves and loading and the actual charges, at the other end, for unloading, transporting from the destination and unpacking, or

(2) a consolidated allowance for every 40 kilograms loaded, at the rate of 16 paise per kilometre for the distance covered by road whichever is less, subject to a maximum of Rs.50 at each end.

6. A Minister may draw the actual cost of transporting at owner's risk by goods train, steamer or other craft, one motor care belonging to him and a fare for one chauffeur or cleaner by the lowest class.

Provided further that, if the motor car is transported in another manner, the Minister may draw the cost which would have been incurred if it had been transported by train, steamer or other craft, as the case may be.

7. A Minister may, in addition, draw railway or steamer fares by the lowest class for not more than three personal servants on a certificate that the fares have actually been paid.

8. A Minister who travels by a Government steamer is entitled, in lieu of the foregoing concessions, to free transport of himself, his family, servants and their bona fide personal effects as well as his car, and may in addition draw a daily allowance of Rs. 50/-.

9. For journeys by road or canal, a Minister may draw mileages at the following rates:-

(a)	If travelling alone or accompanied by less than three members of his family.	Two mileages at 48 paise each a kilometre.
(b)	If accompanied by three members of his family.	Three mileages at 48 paise each a kilometre.
(c)	If accompanied by more than three members of his family.	Four mileages at 48 paise each a kilometre.

NOTE:- If a journey is performed by road or canal between place connected by railway, the charge should be limited to what would have been admissible had the Minister travelled by rail.

10. (1) If, between places connected by railway, the personal effects of the Minister are carried by road or canal, he may draw the actual expenses upto the amount which would have been admissible if he had taken 200 kilograms by passenger train and 4,300 kilograms by goods train.

(2) If, between places not connected by railway, such personal effects are carried by road or canal, the Minister shall, in addition to the mileages specified in rule 9, be entitled to two extra mileages of 48 paise each per kilometre, subject to the production of a certificate that there was no public carrier available to carry such effects at a cheaper rate.

(3) In the cases referred to in sub-rules (1) and (2), if a public carrier is available for the transport of the personal effects the claim shall be limited to the amount which would have been charged by such carrier for the transport of such effects (subject to a maximum of 4,500 kilograms) at owners risk if such amount is smaller than the amount admissible under sub-rule (1) or sub-rule (2), as the case may be.

11. (1) When extra railway fares or mileages are claimed under rule 3 or 9 on behalf of members of his family, the Minister shall certify to the number of such members who accompanied him and to their relationship to him.

(2) Claims under Rules 4 and 10 shall be admitted only on the production of vouchers supported by the Minister's certificate that only goods belonging to him and his family were carried.

(3) The journeys of the Ministers and the members of their family and the transport of personal effects should ordinarily be completed within a period of three months from the date of reinquishment of office.

12. For journeys of the nature described in Rule 1 performed by the Speaker of the Legislative Assembly travelling allowances shall be admissible at the rates and upon the conditions specified in these rules, and all references in these rules to a Minister shall be construed accordingly.

RULINGS

1. Ministers are not entitled to draw enhanced rates of daily allowance and mileage for journeys in special tracts as in rule 47 nor can they claim daily allowance for halts in Madras city during the period for which the Governor is in residence on the hills.

2. (i) The Tamil Nadu Travelling Allowance Rules are applicable to the journeys made by Ministers in so far as they are not inconsistent with any of the rules in this annexure. Accordingly, orders permitting the Ministers to visit places outside the State on duty communicated to audit by Government in the Public (Special) Department may be accepted in audit on the analogy of Travelling Allowance Rule 60.

(ii) The restriction in the Tamil Nadu Travelling Allowance Rules and the rulings thereunder that road mileages is inadmissible for journeys performed within 8 kilometres of camp and for journeys made within a station of halt, are not applicable to Ministers.

ANNEXURE VIII

(Vide Rule 112)

SPECIAL RULES FOR PARTICULAR DEPARTMENTS OR OFFICERS

RAJ BHAVAN STAFF

1. The move of the Raj Bhavan staff to Udhagamandalam and back when the Governor takes up residence at Udhagamandalam for more than 30 days shall be treated as on transfer and trasfer travelling allowance is allowed. If the period of

Governor's halt is 30 days and below, the Raj Bhavan staff shall be allowed travelling allowance and daily allowance as for a journey on tour.

2. The Government servants attached to Raj Bhavan shall draw hill allowance at the rate of 20% of their pay subject to a maximum of Rs. 200/- per month for the period of actual stay at Udhagamandalam.

NOTE

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1. When any of the Officer of Raj Bhavan mentioned above goes on tour during his stay at Udhagamandalam, the hill allowance for the period of his absence on tour may be admitted, subject to the production of a certificate by the Officer that he did not relinquish his quarters at Udhagamandalam and that he continued to maintain his family or any establishment consisting of either a servant or a dependent during the period for which hill allowance is claimed.

2. In calculating the hill allowance, special pay shall be treated as pay.

3. The hill allowance admissible to piece workers of the Raj Bhavan Press establishment shall be claculated on their average earnings per month for the entire period of their stay at Udhagamandalam.

4. When the Governor undertakes a tour in or visit to districts during his annual move to or from Udhagamandalam, a Government servant accompanying him shall be eligible to draw travelling allowance as on tour for the portion of the journey which does not lie on the direct route between Madras and Udhagamandalam.

GENERAL

The Government servants attending meetings of the Tamil Nadu Civil Services Joint Council as representatives of service associations on the staff side of the council shall be paid travelling allowance and daily allowance as admissible under the Tamil Nadu Travelling Allowance Rules.

MEDICAL SERVICES AND FAMILY WELFARE

1. Nurse-pupils trained on behalf of the Government may draw a single II class Railway fare/bus fare for their journeys to be trained in midwifery or gynaecology at places where there are hospitals for women and children. Similar travelling allowance will be admissible for the return journey to pupils who have not completed the full course of four years.

2. Actual bus fare may be paid as conveyance charges during domiciliary midwifery training of Auxiliary Nurse Midwife pupils (from the training centre to the place where the pupils are posted for training and back).

3. Auxiliary Nurse Midwife pupils shall be accommodated in the nurses quarters as far as possible during the period of domiciliary midwifery training. If no accommodation is available they shall be paid ;the admissible daily allowance as on tour as applicable to Grade IV officers.

JUDICIAL

1. The Advocate-General, Public Prosecutor and the Government Pleader, Madras will draw travelling allowance at the rates laid down in Annexure I for officers in Grade I, for their journeys performed under the orders of Government. No daily allowance will, however, be given.

2. Muffassil Government Pleaders, Public Prosecutors and Pleaders specially engaged by Government will draw travelling allowance (other than daily allowance) at the rates laid kdown for Officers in Grade II.

POLICE

Police Constables may draw daily allowance during halts for attending examinations for the posts of head constables and station-writers for the first two such halts.

ANNEXURE IX

Deleted

ANNEXURE X

Deleted

ANNEXURE XI

(Vide Rule 110 D)

Fixed Travelling allowance
Statement of short tours and recoveries

Sl. No.	Name of the officer	Designation	No.of.days short touring	No.of days on which a Govt. vehicle or any vehicle has been used without charge.	Amount recovered	Amount yet due	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

PART II

TRAVELLING ALLOWANCE RULES OF PERSONS OTHER THAN GOVERNMENT SERVANTS

1. (a) When any person, not being a Government servant, attends any meeting of a commission of inquiry or of a board, confernce, committee or departmental inquiry convened under proper authority or performs any public duties in an honorary capacity, the Government may grant him travelling allowance calculated under the ordinary rules for the journey of a Government servant on tour and for this purpose, with due regard to such person's position in life, amy declare any general or special order the grade to which he shall be considered to belong or may pay him his actual travelling, hotel and carriage expenses as may be thought fit.

(b) The full powers of the Government in respect of the grant of travelling allowance under the above rule have been delegated to the Director of Collegiate Education, the Director of School Education, the Director of Backward classes and the Director of Adi-Dravidar and Tribal Welfare.

(c) Other heads of departments may sanction the grant of travelling allowance under the above rule, subject to the condition that the amounts sanctioned

do not exceed what would be admissible under the prescribed rules for similar attendance at a criminal court and that they should be passed on bills presented by the parties concerned. Payments of such allowances may, on receipt of sanction of the head of department, be made by the officer presiding at the inquiry.

(d) In other cases, special directions as to the rates admissible will form part of the general or special orders empowering particular heads of departments to direct inquiries or directing the appointment of special committees or the holding of conferences.

2. & 3. Deleted.

4. The Vice-Chancellors of Universities and other non-officials drawn from outside theState as examiners and experts by the Tamil Nadu Public Service Commission are eligible to draw travelling allowance and daily allowance as admissible to Grade-I officers of this Government.

5. Travelling allowance as described below may be drawn by the non-official members of the boards for the conduct of public examinations and of the advisory committees attached to such boards and by persons invited to attend meetings in connection with or to conduct public examinations -

Persons from the mufassil who drawn fixed pay.	Such rates of travelling allowance as are admissible under the rule to Government servants drawing similar pay.
Others from the mufassil	Such rates as may be determin ed by the Director of Government Examinations with reference to the circumstances of each case subject to the condition that no allowance shall be granted in excess of that admissible to an officer in Grade II under Annexure I to the Tamil Nadu Travelling Allowance Rules.

In the case of persons invited to conduct public examinations, daily allowance shall be drawn for intervening holidays or other days on which no examination is held only if no remuneration is paid.

NOTE

The members of the Board ofExaminations in Indian Medicine shall be paid travelling allowance in accordance with Rules 5 subject to the condition that the allowance granted to non-officials who do not draw any fixed rate of pay shall not exceed that admissible to officers in Grade II in Annexure I to the Tamil Nadu Travelling Allowance Rules.

6. to 10. Deleted.

11. Honorary Medical officers who are summoned to give evidence of the nature mentioned in Rule 96 of Tamil Nadu Travelling Allowance Rules shall be allowed travelling allowance as on tour as admissible to Grade-II Officers.

RULINGS

1) The non-official submitting travelling allowance bills shall indicate in the bill that he has not drawn similar allowances for the journeys or period towhich the claim relates from any other official source.

2) The non-official members of Government committees who are not members of the Legislature will be entitled to draw travelling allowance at the following rates for journeys performed by them in connection with the meetings of the committees:-

Class of Committee	For journeys		Mileage	Daily allowance		Incidental charges
	By rail	By regular public motor service		Beyond 8 Kms	Within 8 Kms	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
First Class	Single first class	Bus fare	60 paise a kilometre for the first 100 Kilometres 50 paise a kilometre for the next 100 kilometres. 40 paise a kilometre for remaining distance	40	50	As amount equivalent to half daily allowance each for the day day departure from and for the day of arrival at the place of residance of the members.
Second Class	- do -	- do -	- do -	30	25	-do-

3) Travelling and other allowances payable to the non-official members of committees, commissions, etc., constituted by the Government should be classified under the detailed head "Travelling allowance" under the relevant sub-head of account.

4) Members of the Legislature, Members of the Parliament and non-official members serving on Government Committees and others who are not Government servants should prefer their travelling allowance claim in respect of the journeys performed by them in connection with Government business within one year from the date of completion of the journey.

5. A retired Government servant, who apears before a criminal court or the Tribunal for Disciplinary Proceedings, Madras, or a civil court to given evidence in respect of his official acts or of matters within his official knowledge before retirement or to defend himself incases instituted against him while in service shall be paid travelling and subsistance allowance according to the rates to which he was eligible before retirement:

85-12--10c.